

LOS ANGELES COUNTY

# OCCUPATIONAL OUTLOOK AND TRAINING DIRECTORY

2003 ■ 2004



*"We need to learn to set our course by the stars,  
not by every passing ship."*

*Administered and Published by*  
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*A product of*  
The California Cooperative

**CCOIS**

Occupational Information System

# *Los Angeles County 2003 - 2004 Occupational Outlook Report*

**A LABOR MARKET INFORMATION STUDY**

*SPONSORED BY*  
**City of Long Beach**  
<http://www.ci.long-beach.ca.us>

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## TO OUR READERS

*It is our hope that the valuable data contained in this publication, as well as other related resources, will guide improved employment and training decisions.*



*The City of Long Beach Workforce Development Bureau would like to thank the many employers who invested their valuable time and information to help make this publication possible.*

### COVER DESIGN:

*Bradfield Design, Inc.*

*Debra Bradfield*

### LOS ANGELES COUNTY JOB AND CAREER CENTERS

Learn about the services offered at the job and career centers located throughout the County -

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# *Welcome to Occupational Outlook Report*

## *2003-2004*

This study is produced through a cooperative partnership between the City of Long Beach Workforce Development Bureau (LBWDB) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was established by EDD in 1986. Currently, LMID contracts with a total of 30 local agencies throughout the state to produce regional reports. These agencies are referred to as Local Partners. This is the sixth year the City of Long Beach has been a Local Partner, and conducted this study on behalf of Los Angeles County. No other source of occupational information offers the current, localized labor market information found in these occupational outlook reports (OOR).

Our mission is to improve the match between employers' demand for skilled labor and the qualifications of the prevailing labor market. The results of this labor market study can facilitate informed employment, training and development decisions by: job seekers, employers, economic developers, legislators, training providers, students, educators, personnel analysts, counselors, administrators and others.

Each year this publication contains profiles of at least 50 different occupations. The occupational profiles are summaries of information aggregated from approximately 1,000 confidential questionnaires obtained from a representative sample of Los Angeles County employers. A minimum of 15 questionnaires is collected for each occupation. Data used for the current OOR was collected from June 2003 through March 2004. Relevant information on local training and education providers offering programs related to each occupation is also included in this report.

This publication can be found on the Internet, along with all other local occupational reports, at the following address:  
<http://www.calmis.ca.gov/htmlfile/ccois/orr.htm>

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## **REPORT USES**

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The data in this publication has been gathered, analyzed and is distributed with the intention of adding value for a variety of end users. Some of the most important uses are listed below:

**ECONOMIC DEVELOPMENT** - Local government agencies and economic development organizations will find information regarding occupational size, expected growth rates and wages useful for determining the potential for business growth and development in the Los Angeles County labor market area.

**CAREER DECISIONS** - Job seekers and career counselors can use virtually all information provided in the profiles to make informed educational, occupational and job search choices.

**HUMAN RESOURCE MANAGEMENT** - Small business owners and large corporate human resource professionals alike can use this report to help determine competitive compensation packages, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

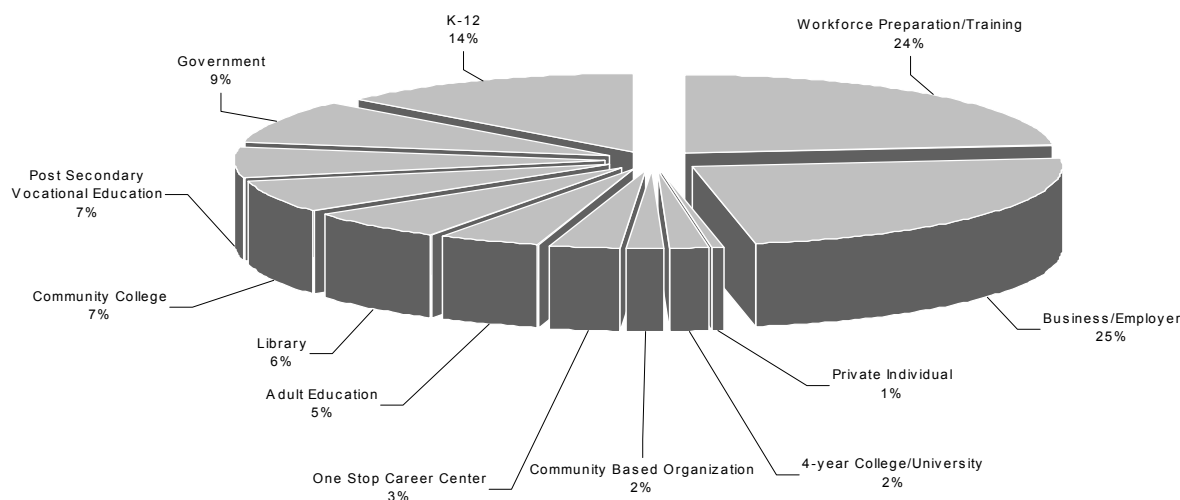
**PROGRAM PLANNING** - This report provides local planners and administrators with employment data, including occupational size, expected growth rates, labor supply and demand assessments, and training and experience requirements. Program planners can use this data to evaluate and improve existing programs, or plan for new programs.

**CURRICULUM DESIGN** - Training and workforce development professionals can evaluate their training programs based on current and projected occupational requirements and growth.

**PROGRAM MARKETING** - Economic and workforce development professionals, training providers and job placement specialists can more effectively market their programs by informing employers, students and job seekers that their programs are developed using reliable, local occupational information.

The producers of this publication do not endorse nor recommend any particular occupations, training programs, or work related products. While every effort has been made to ensure the information is timely and accurate, occupational information changes regularly. It is strongly recommended that users of this data consider new information and trends not addressed in this report.

#### ORGANIZATIONS USING THE OCCUPATIONAL OUTLOOK REPORTS 2002 - 2003



## RESEARCH/PROGRAM METHODOLOGY

### OCCUPATION SELECTION

A preliminary list of 100 occupations was developed. Selection was based on the following criteria: (1) the occupations had not been studied within the last two years; (2) the occupations were among those with the highest expected growth rates; (3) the skill requirements were impacted by some fluctuation in the labor market or emerging technology; and/or (4) there appears to be a substantial potential for earning capacity. This list was then reviewed by representatives of community based vocational training programs, educational institutions, workforce and economic development organizations, organized labor, private industry, CCOIS staff, and the City of Long Beach Workforce Development Bureau. These representatives rated the importance of obtaining information for each of the identified occupations. As a result, the final list of 50 occupations was produced for the 2003-2004 study.

### EMPLOYER SAMPLE

Following occupation selection, CCOIS staff generated employer samples using expansive databases on Los Angeles County employers and occupational staffing patterns within industries. To help ensure a representative sample, a stratified sampling technique, based on employer industry and size, was utilized. This meant that employers of various sizes and employing industries were represented in proportion to their presence in Los Angeles County. Random sampling occurred within size and industry clusters. The final sample included 40-60 employers for each occupation.

### QUESTIONNAIRE DEVELOPMENT

The CCOIS staff developed a standardized two-page questionnaire based on specific labor market information needs (see appendix C). This questionnaire is used statewide to collect information presented in regional occupational outlook reports.



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## SURVEYING PROCEDURES

The following steps illustrate LBWDB's survey procedures:

- ✎ Employers were contacted via telephone to verify company name and address, active employment of the occupation, and name of a contact person. This initial contact was also used to describe the study and encourage participation. Employers were eliminated as appropriate.
- ✎ Employers willing to participate in the study were encouraged to complete the questionnaire during the initial phone contact. If that was not a convenient time, employers were called back at a designated time and/or sent a survey by fax or mail.
- ✎ Employers not responding after 3-5 working days of the initial fax/mailed were contacted again by phone to encourage participation.
- ✎ If the minimum number of completed questionnaires (15) could not be obtained in a reasonable amount of time, additional employers were pulled from LMID's employer database or were added to the list based on knowledge of local firms, listings provided by Chambers' of Commerce, telephone book or Internet research.
- ✎ The Research Coordinator or Research Assistant reviewed all questionnaires to ensure accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other responses or information obtained about the occupation.

## TABULATIONS AND RESULTS

The questionnaire responses were entered into a database, and CCOIS software was used to generate detailed data tabulations. From these tabulations, the data was analyzed, and LBWDB staff prepared final occupational summaries or profiles with CCOIS staff assistance. Each profile contains occupational sizes and projections, principle employing industries, recruitment methods, labor supply and demand assessments, work patterns, career ladders, wages and benefits, and employer education, training, and experience requirements.

**Specific employer information is strictly confidential and cannot be released.**

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## INTERPRETATION OF OCCUPATIONAL SUMMARIES

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The following are key terms and guidelines used as the standard for all Local Partners participating in the CCOIS program, lending consistency to labor market area comparisons. The information may be useful to the reader for interpretation of results. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision.

## OCCUPATIONAL TITLES, CODES AND DESCRIPTIONS

Each profile is headed with the appropriate Standard Occupational Classification (SOC) job title and SOC code or Non-SOC code for emerging occupations. The titles and codes were obtained directly from the SOC dictionary published by the Bureau of Labor Statistics (BLS). BLS uses the classification system nationwide to study staffing patterns within industries. A corresponding occupational definition, intended to provide a general summary of the various activities and functions workers perform, is provided below the job title. The definition is followed by alternate job titles provided by participating employers during the survey process. Also listed in this section is the number of firms, or employers, responding to the survey and the total number of employees these firms represent.

## EMPLOYMENT TRENDS

### *Employment Development Department Forecasts:*

Forecast information regarding occupational size and projections, average annual growth rates, and employment openings due to turnover, promotions and separations from the labor pool are provided. Occupational projections are developed

by LMID and are used to help identify growing and declining occupations. These projections have been produced for over 400 occupations. They are for a seven-year period from 2001-2008. For Non-SOC occupations, forecast information is not available.

Occupation Size refers to the number of persons employed in an occupation relative to the total nonagricultural employment in the county. The following terms are used to characterize occupational size:

Small .....	Less than 6,304
Medium .....	Between 6,304 and 12,607
Large .....	Between 12,608 and 27,316
Very large .....	27,317 and above

Growth Rate is an overview of trends in job opportunities in relation to overall employment growth for the county. The following terms are applied to the occupational growth rates for Los Angeles County:

Much faster than average .....	1.5 times average or more
Faster than average .....	1.1 to but not including 1.5 times average
Average .....	0.9 to but not including 1.1 times average
Slower than average .....	Less than 0.9 times average but greater than zero

### ***Responding Firms' Forecasts:***

Employment levels in the occupation are assessed for the past year and for the next two years. In this section, the forecast is derived from the percentage of responding employers that felt the occupation would decline, remain stable, or grow over the next 24 months.

### ***Where the Jobs Are:***

Identifies the industry groups that serve as major sources of employment for each occupation. Only the top five are provided in this report. However, an occupation may have less than five major employing industries. The percentages indicated are derived from industry employment distribution data provided by LMID. For Non-SOC occupations, this information is not available.

### ***Recruitment:***

Presents information on the methods employers find most successful for recruiting new employees. The methods are reported in order of frequency used by employers. Only the top seven recruitment methods are listed, however, less than seven methods may have been reported.

### ***Work Patterns:***

Hours of work are categorized in terms of full-time, part-time, temporary, or seasonal employment followed by the corresponding average number of hours worked per week. The percentages of responding employers offering positions in each category are also listed. Some employees work less than 40 hours a week and are considered full-time workers by their employers. Shift types are categorized according to the following: day, swing, graveyard, or other. Examples are listed for "other" types of shifts as reported by employers. The percentages of employers offering each shift type are also given. Responding employers may offer more than one shift type.

### ***Supply and Demand:***

Supply and demand refers to the relative difficulty participating employers experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seekers perspective, it also implies the relative levels of opportunity and competition.

The following terms were used to define aggregated employer ratings. It is recommended that caution be used when interpreting these results, as other variables may influence supply and demand:



Very Difficult:	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good opportunities exist for those applicants who are qualified.
Moderately Difficult:	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.
Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate is also presented in this section. The rate is reported as a percentage and was calculated based on vacancies (resulting from promotions and employees leaving the firm) filled over the past 12 months, divided by the total reported number of persons in that occupation.

## CAREER LADDERS

Provides possible lower level occupations that, with the necessary qualifications, can lead to the occupation described in the summary. Further, possible job titles for workers in the occupation who acquire further necessary qualifications to be promoted to higher level occupations or to positions of great responsibility are listed. A summary of the qualifications that employers indicate are important for career advancement are also included.

## WAGES

Standard wage data categories were defined to enable comparison of salaries across occupations. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. Aggregated wage information for each, including the range and median, are reported as listed below:

New Hires, No Experience:	Wages paid to persons trained or untrained, but without paid experience in the occupation.
New Hires, With Experience:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ Yrs Experience With Firm:	Wages paid to persons with three or more years journey-level experience at the firm.

The range and median reported for each level eliminates outliers, or extreme wages, that are more than 1.96 times the standard deviation away from the average. Therefore, the range is intended to include approximately 95% of the responses.

Union and nonunion wages are reported separately only when union employment represents 20 to 80 percent of all data for that occupation.

Wage data for the “3+ Yrs Experience With Firm” category frequently varies more widely than for the “New Hires, No Experience” and “New Hires, With Experience” categories, reflecting the substantially wider range in years of experience for employees in this category (i.e. 3 to 20+ years). Entry-level wages may be greater than wages for experienced workers since these positions may lack additional compensation or benefit packages. There are also cases when a low percentage of responding employers actually hire candidates without prior experience, and those employers happen to pay higher wages for these employees than the remaining respondents pay their experienced employees, thus causing entry level wages for that occupation to be greater for non-experienced workers than experienced ones. Wages are reported in an hourly format; however, many wages are paid in yearly salary and/or commission. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

## BENEFITS

The percentage of responding firms offering each type of benefit is listed for both full-time and part-time employees. Benefits may be offered but not necessarily paid by the employer. Therefore, the percentage of employers offering each

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(between the company and employee) and employee cost alone (employees usually receive a group rate savings) are listed in addition those benefits paid entirely by the company. Some examples of “Other” benefits offered include tuition reimbursement, commuter compensation, employee discounts, flex spending and stock options.

## EMPLOYER REQUIREMENTS

### *Training and Experience:*

This section displays the percentage of employers who require or prefer new hires to have prior experience or training in the occupation, followed by the length and type. The percentage of employers who accept other, related occupational experience, or training in lieu of experience, is also provided, again, followed by the length and type. The length of experience is dependent upon the employers responding to each category.

### *Education:*

This section identifies the minimum level of formal education employers require when hiring a candidate into the occupation. These levels are categorized as follows: Less than High School, High School or Equivalent, Associate Degree (2 year), Bachelor Degree (4 year), and Graduate Study. These educational requirements are not always essential for the performance of job duties. Nonetheless, because the lack of education will create a barrier with some employers, participating employers’ educational statements have been included in this report.

### *Important Qualifications:*

This section includes information on knowledge, skills, and abilities (KSAs) preferred by most employers. The “Skills/Abilities” subsection is sorted into general, physical, technical (occupation specific), and computer categories. Data was acquired from occupational tables provided by CCOIS and the O\*NET Online database, as well as from participating employers. In many cases, the KSAs listed represent relatively broad “areas”. Hence, they should be interpreted with care and understood as representing the areas of competence employers perceive to be important rather than more detailed “job specific” competencies, or tasks, required for job entry. The user interested in identifying specific qualifications should find these results useful in narrowing the focus of further inquiry.

## AVAILABLE TRAINING

When available, training providers offering programs related to the occupations are listed in the Los Angeles County Training Provider Directory under the subsection titled Training Providers - Listed by Occupation. Other relevant training provider information is also available in subsection Training Providers - Listed by School.

**Disclaimer:** The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

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# *Websites for Additional Labor Market Information Needs*

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## **LOCAL GOVERNMENT**

CA local government agencies

<http://www.statelocalgov.net/state-ca.htm>

## **STATE GOVERNMENT**

California's Home Page - Links to all state agencies

[http://www.ca.gov/state/portal/myca\\_homepage.jsp](http://www.ca.gov/state/portal/myca_homepage.jsp)

Employment Development Department Home Page

<http://www.edd.ca.gov/>

Occupational Wages

[http://www.calmis.ca.gov/htmlfile/subject/occup\\$.htm](http://www.calmis.ca.gov/htmlfile/subject/occup$.htm)

Occupation Projections

<http://www.calmis.ca.gov/htmlfile/subject/occproj.htm>

All California County Occupational Outlook Reports

<http://www.calmis.cagov/htmlfile/ccois/orr.htm>

California Department of Finance (DOF) - Provides demographic information, population estimates, and cost of living information

<http://www.dof.ca.gov>

California WorkNet - One Stop Career Center System - Job seeker/business assistance

<http://www.sjtcc.ca.gov/sjtccweb/one-stop/>

California's Job Bank

<http://www.caljobs.ca.gov/>

Department of Industrial Relations (DIR) - Work's Compensation, labor law and statistics

<http://www.dir.ca.gov/>

## **FEDERAL GOVERNMENT**

Federal Department of Labor (DOL), Bureau of Labor Statistics

<http://www.bls.gov>

DOL Occupational Outlook Handbook

<http://stats.bls.gov/oco/>

Occupational Information Network - O\*NET On-line

<http://online.onetcenter.org>

Bureau of the Census

<http://www.census.gov>

## **PROPRIETOR**

<http://careerfairs.com>

<http://salary.com>

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LOS ANGELES COUNTY  
2003 - 2004

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OCCUPATIONAL  
SUMMARIES

*Please refer to Interpretation of Occupational Summaries,  
pages iii - vi, for an accurate reading of these profiles.*

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# AUTOMOTIVE SERVICE TECHNICIANS AND MECHANICS

Diagnose, adjust, repair, or overhaul automotive vehicles.

**Alternate Titles:** Estimator, Flag Technician, Service Mechanic, Auto Body Repair Technician

**Responding Firms:** 20 - Representing 392 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ♦ **Occupation Size 2003:** Large - 22,593
- ♦ **Occupation Size 2008:** Large - 24,250
- ♦ **Growth Rate:** Faster than average - 10.6%
- ♦ **Total Openings 2003 - 2008:** 4,364

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	35%	60%
Next 24 Months	0%	25%	75%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
New and Used Car Dealers	27.3
Auto and Home Supply Stores	5.0
Automotive Repair Shops	46.7

## RECRUITMENT

**Most successful recruitment methods used:**

♦ Employee Referrals	55%
♦ Newspaper Ads	55%
♦ Walk-In Applicants	35%
♦ Other (vender referrals, word of mouth)	35%
♦ In-House Promotion or Transfer	25%
♦ School, Program Referrals	20%
♦ Colleges/Universities	20%

## WORK PATTERNS

### Hours:

97% reported full-time employees, averaging 41 hours weekly  
3% reported part-time employees, averaging 27 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Experienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- ♦ **Gender Ratio:** 4% Female 96% Male

- ♦ **Turnover Rate:** 10% over the past 12 months

## CAREER LADDERS

- ♦ **75% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Lot Attendant, Porter, Assistant Technician, Technician Trainee, Lube Technician
- ♦ **75% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Assistant Manager, Manager, Shop Foreman, Sales, Service Advisor, Technician II-IV, Assistant Service Manager, Lead Technician, Journeyman
- ♦ **Important qualifications for advancement:** Job knowledge, customer service skills, automotive experience, good oral and written communication, organizational skills, leadership abilities, record keeping skills, mechanical aptitude

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.66	\$9.00
New Hires, With Experience	\$ 8.00 - \$28.00	\$13.75
3+ Yrs Experience With Firm	\$10.00 - \$29.00	\$23.01
0% of firms surveyed were unionized Additional wages ranging from \$ .50 - \$3.00 per hour, in the form of commission, were reported by 5% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	45%	-	55%	-	-	-
Dental	35%	-	50%	-	5%	-
Vision	35%	-	45%	-	5%	-
Life	30%	-	40%	-	-	-
Sick Leave	50%	-	40%	-	-	-
Vacation	60%	-	40%	-	-	-
Retirement	25%	-	55%	-	10%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	60%	10%	30%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	17%	83%	-	Length: 9 - 24 months Titles: Mechanical Maintenance Worker, car dealership experience, any automotive experience
Is training accepted in lieu of experience?	72%	28%	-	Length: 6 - 24 months
Is technical or vocational training required?	40%	25%	35%	Length: 6 - 24 months Type: Automotive Technical, Auto Repair/Paint, Car Certification, Automotive Mechanic

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Safe work practices

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

#### Technical

- ◆ Arc/gas welding
- ◆ Repairing brakes
- ◆ Repairing carburetors
- ◆ Repairing emission controls
- ◆ Repairing fuel injection systems
- ◆ Repairing vehicle heaters and air conditioners
- ◆ Operating electronic automotive diagnostic equipment

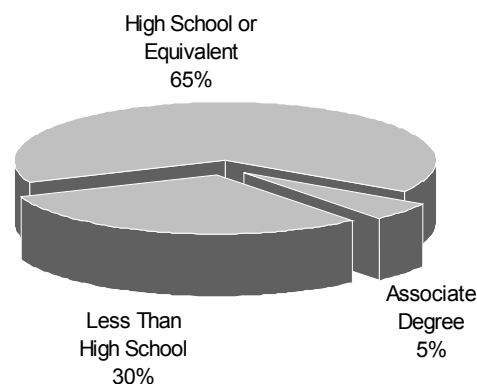
#### Computer

- ◆ Microsoft Office
- ◆ Dealership specific software

### Other:

- ◆ Certified as a Smog Control Mechanic
- ◆ Possession of a Brake Check Certificate
- ◆ Certified in Auto Service Excellence (ASE)
- ◆ Possession of a good DMV driving record
- ◆ Certified in Air Conditioning Maintenance and Repair

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.



# BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

**Alternate Titles:** Fiscal Assistant, Account Clerk, Finance Clerk, Account-Payroll Clerk

**Responding Firms: 16 - Representing 362 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Very Large - 54,359
- ◆ **Occupation Size 2008:** Very Large - 55,230
- ◆ **Growth Rate:** Slower than average - 2.3%
- ◆ **Total Openings 2003 - 2008:** 6,014

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	75%	19%
Next 24 Months	0%	94%	6%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Accounting, Auditing, & Bookkeeping	5.6
Legal Services	4.6
Real Estate Agents and Managers	4.1
Management and Public Relations	3.6
Eating and Drinking Places	3.0

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	81%
◆ Employee Referrals	63%
◆ In-House Promotion or Transfer	50%
◆ Internet	44%
◆ Walk-In Applicants	25%
◆ Private Employment Agencies	19%
◆ Employment Development Department	13%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

100% of responding firms offer day shifts

6% of responding firms offer swing shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Gender Ratio:** 78% Female 22% Male

- ◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ **50% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** File Clerk, Intermediate Clerk, Receptionist, Intermediate Office Assistant
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Advanced Accounting Clerk, Accounting Specialist, Supervisor, Senior Accounting Assistant, Senior Finance Clerk, Fiscal Specialist, Accounting Technician
- ◆ **Important qualifications for advancement:** Computer skills, experience, higher education, record keeping skills, accuracy, dependability, cash management skills, finance background

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$ 7.50 - \$19.80	\$16.10
3+ Yrs Experience With Firm	\$ 9.00 - \$25.48	\$21.15
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$11.35 - \$18.89	\$14.20
3+ Yrs Experience With Firm	\$15.64 - \$20.14	\$16.78

44% of firms surveyed were unionized  
 \*New Hires, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	19%	-	75%	-	-	-
Dental	25%	-	69%	-	-	-
Vision	31%	-	38%	-	-	-
Life	44%	-	31%	-	13%	-
Sick Leave	69%	-	19%	-	-	-
Vacation	75%	-	19%	-	-	-
Retirement	38%	-	50%	-	-	-
Child Care	-	-	6%	-	6%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	81%	6%	13%	Length: 12 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	21%	79%	-	Length: 9 - 12 months Titles: Clerk
Is training accepted in lieu of experience?	33%	67%	-	Length: 12 - 36 months
Is technical or vocational training required?	6%	75%	19%	Length: 6 - 60 months Type: Accounting, Business Administration, Financial Record Keeping

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Bookkeeping procedures

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Attention to detail
- ◆ Telephone answering
- ◆ Oral and written communication
- ◆ Reading and following instructions
- ◆ Performing routine, repetitive work

#### Physical

- ◆ N/A

#### Technical

- ◆ Accounting
- ◆ Conducting audits
- ◆ Payroll processing
- ◆ Operating 10-key adding machines by touch

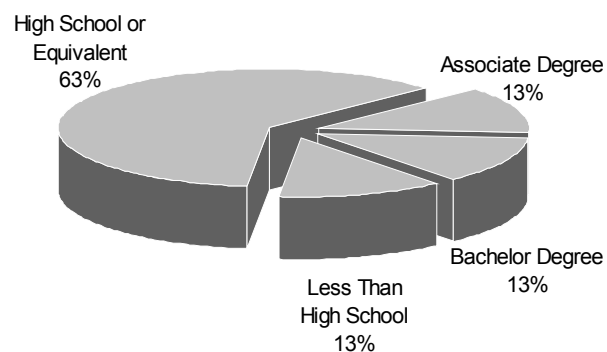
#### Computer

- ◆ Microsoft Office
- ◆ Quick Books

### Other:

- ◆ Bondable

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# BROKERAGE CLERKS

Perform clerical duties involving the purchase or sale of securities. Duties include writing orders for stock purchases and sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, tracking stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings.

**Alternate Titles:** Client Services Assistant, Middle Office Assistant, Financial Advisor, Account Executive

**Responding Firms: 7 - Representing 243 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 3,001
- ◆ **Occupation Size 2008:** Small - 2,980
- ◆ **Growth Rate:** Slow decline - (-1%)
- ◆ **Total Openings 2003 - 2008:** 171

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	57%	43%
Next 24 Months	0%	29%	71%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Security Brokers and Dealers	77.9

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	86%
◆ In-House Promotion or Transfer	43%
◆ Newspaper Ads	43%
◆ Internet	43%
◆ Private Employment Agencies	14%
◆ Walk-In Applicants	14%
◆ Colleges/Universities	14%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 41 hours weekly

**Shifts:**

86% of responding firms offer day shifts  
14% of responding firms offer other shift types (6AM - 2PM)

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

◆ **Gender Ratio:** 72% Female 28% Male

◆ **Turnover Rate:** 30% over the past 12 months

## CAREER LADDERS

- ◆ **67% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Mail Room Person, Messenger, Data Entry Clerk, Accounting Clerk, Broker Assistant
- ◆ **71% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Manager, Investment Associate, Sales Representative
- ◆ **Important qualifications for advancement:** Organizational skills, interpersonal skills, job performance, client service

## WAGES

Experience	Range	Median
New Hires, No Experience	\$11.51 - \$19.18	\$11.99
New Hires, With Experience	\$11.51 - \$20.62	\$14.38
3+ Yrs Experience With Firm	\$20.62 - \$38.36	\$23.97
0% of firms surveyed were unionized Additional wages ranging from \$ .24 - \$73.64 per hour, in the form of bonuses or commission, were reported by 57% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	14%	-	86%	-	-	-
Dental	14%	-	71%	-	14%	-
Vision	-	-	57%	-	14%	-
Life	14%	-	71%	-	-	-
Sick Leave	57%	-	14%	-	-	-
Vacation	57%	-	14%	-	-	-
Retirement	29%	-	43%	-	14%	-
Child Care	-	-	14%	-	29%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	14%	57%	<b>Length:</b> 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	<b>Length:</b> 6 - 18 months <b>Titles:</b> Accountant, Sales Representative, Teacher, any financial services experience
Is training accepted in lieu of experience?	50%	50%	-	<b>Length:</b> 6 - 48 months
Is technical or vocational training required?	43%	43%	14%	<b>Length:</b> 3 - 24 months <b>Type:</b> Stock Clearance, Series 7/63 Licensing

## IMPORTANT QUALIFICATIONS

### Knowledge:

♦ N/A

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Public contact
- ♦ Effective writing
- ♦ Working rapidly
- ♦ Record keeping
- ♦ Using a calculator
- ♦ Oral communication
- ♦ Following procedures
- ♦ Working under pressure
- ♦ Reading and following instructions

#### Physical

♦ N/A

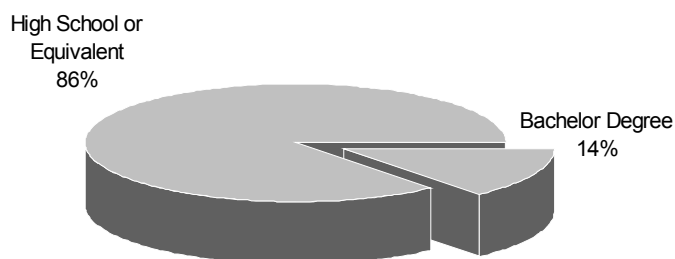
#### Technical

- ♦ Client service
- ♦ Typing at least 45 WPM
- ♦ Performing detailed clerical work
- ♦ Maintaining good customer relations

#### Computer

- ♦ Microsoft Office
- ♦ Proprietary/in-house software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# BUDGET ANALYSTS

Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.

**Alternate Titles:** Treasurer, Controller, Accountant, Budget Manager, Financial Services Officer, Budget Technician

**Responding Firms: 16 - Representing 211 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 1,429
- ◆ **Occupation Size 2008:** Small - 1,500
- ◆ **Growth Rate:** Slower than average - 7.1%
- ◆ **Total Openings 2003 - 2008:** 214

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Next 24 Months	0%	94%	6%

### WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Local Government, Exc Hosp & Educ	17.9
Federal Government	9.4
Colleges and Universities	8.5
Elementary and Secondary Schools	6.7
Search and Navigation Equipment	5.5

### RECRUITMENT

#### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	56%
◆ Newspaper Ads	56%
◆ Internet	56%
◆ Employee Referrals	38%
◆ Walk-In Applicants	31%
◆ Colleges/Universities	25%
◆ Private Employment Agencies	19%

### WORK PATTERNS

#### Hours:

100% reported full-time employees, averaging 39 hours weekly

#### Shifts:

100% of responding firms offer day shifts  
6% of responding firms offer other shift types

### SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	○	●	○

- ◆ **Gender Ratio:** 51% Female 49% Male

- ◆ **Turnover Rate:** Less than 1% over the past 12 months

## CAREER LADDERS

- ◆ **38% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Intermediate Accounting Clerk, Accounting Technician, Administrative Staff Trainee, Management Trainee
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Contract Manager, Chief Program Specialist, Asst. Budget Director, Manager, President, Financial Manager, Principal Budget Advisor, Accounting Supervisor, Director of Finance
- ◆ **Important qualifications for advancement:** Organizational skills, managerial skills, multitasking abilities, good oral and written communication, supervisory experience, tenure, masters degree, Certified Public Accountant

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$ 7.69 - \$36.70	\$22.10
3+ Yrs Experience With Firm	\$12.00 - \$51.50	\$29.95

13% firms surveyed were unionized  
Additional wages averaging \$1.15 per hour, in the form of bonuses, were reported by 13% of responding firms.  
\*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	69%	-	25%	-	-	-
Dental	63%	-	25%	-	-	-
Vision	50%	-	25%	-	6%	-
Life	63%	-	13%	-	-	-
Sick Leave	81%	-	6%	-	-	-
Vacation	81%	-	6%	-	-	-
Retirement	75%	-	19%	-	-	-
Child Care	6%	-	6%	-	6%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	<b>Length:</b> 4 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	38%	63%	-	<b>Length:</b> 12 - 24 months <b>Titles:</b> Any accounting, finance, billing, business, public administration, budget and/or auditing experience
Is training accepted in lieu of experience?	19%	81%	-	<b>Length:</b> 5 - 24 months
Is technical or vocational training required?	25%	75%	-	<b>Length:</b> 6 - 46 months <b>Type:</b> Bookkeeping, Accounting, Auditing, Finance, or Public Administration

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ GAAP standards
- ◆ Economics and accounting principles and practices
- ◆ Business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources

### Skills/Abilities:

#### General

- ◆ Mathematics
- ◆ Record keeping
- ◆ Interpersonal/active listening
- ◆ Effective oral and written communication

#### Physical

- ◆ N/A

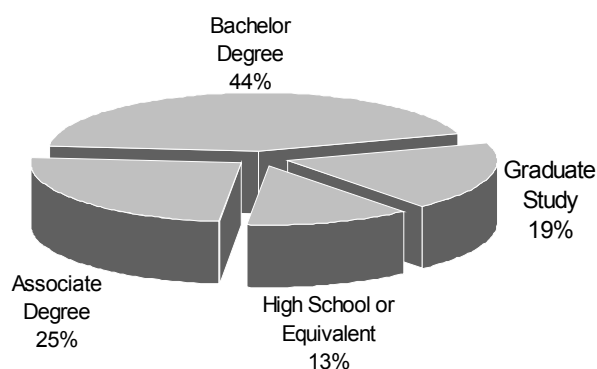
#### Technical

- ◆ Mathematical reasoning
- ◆ Managing financial resources
- ◆ Cost/benefit and systems analyses
- ◆ Critical thinking and complex problem solving

#### Computer

- ◆ Microsoft Office
- ◆ HRS
- ◆ PageMaker
- ◆ PeopleSoft
- ◆ Protocol

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.



# BUS DRIVERS, SCHOOL

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

**Alternate Titles:** School Bus Driver

**Responding Firms:** 17 - Representing 1,538 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Medium - 7,211
- ◆ **Occupation Size 2008:** Medium - 7,740
- ◆ **Growth Rate:** Faster than average - 10.6%
- ◆ **Total Openings 2003 - 2008:** 1,464

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	82%	12%
Next 24 Months	0%	71%	29%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Elementary and Secondary Schools	45.3
School Buses	40.2

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	65%
◆ Internet	59%
◆ Employee Referrals	47%
◆ Walk-In Applicants	24%
◆ Other (flyers, other districts, job fairs)	24%
◆ In House Promotion or Transfer	18%
◆ School, Program Referrals	18%

## WORK PATTERNS

### Hours:

18% reported full-time employees, averaging 39 hours weekly  
 81% reported part-time employees, averaging 26 hours weekly  
 1% reported temporary employees, averaging 31 hours weekly

### Shifts:

94% of responding firms offer day shifts  
 12% of responding firms offer swing shifts  
 24% of responding firms offer other shift types (Field trips, AM or PM)

- ◆ **Gender Ratio:** 46% Female 54% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 7% over the past 12 months

## CAREER LADDERS

- ◆ **35% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Fueler, Washer, Utility Person, School Van Driver, Substitute Worker
- ◆ **88% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Trainer, Supervisor, Transportation Director, Dispatcher/Scheduler, Lead Driver, Road Supervisor, Bus Driver II, Transportation Scheduler, Transportation Supervisor, Director, Instructor/Supervisor
- ◆ **Important qualifications for advancement:** Interpersonal skills, organizational skills, teaching abilities, scheduling and routing skills, experience, leadership abilities, operating office equipment & 2-way radio, tenure, communication skills

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	\$ 7.00 - \$14.76	\$ 8.00
New Hires, With Experience	\$ 7.00 - \$19.78	\$ 8.00
3+ Yrs Experience With Firm	\$ 9.00 - \$19.78	\$13.63
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$ 9.12 - \$16.98	\$15.46
3+ Yrs Experience With Firm	\$12.99 - \$21.03	\$18.07

65% of firms surveyed were unionized  
Additional wages averaging \$ .07 per hour,  
in the form of bonuses, were reported by 6% of responding firms.  
\*New Hire, No Experience wage data is not provided  
when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	64%	33%	27%	33%	-	-
Dental	73%	42%	18%	25%	-	-
Vision	64%	33%	18%	25%	9%	8%
Life	55%	33%	18%	17%	9%	17%
Sick Leave	82%	42%	-	8%	9%	8%
Vacation	91%	50%	-	8%	-	-
Retirement	64%	42%	27%	17%	-	-
Child Care	-	-	-	-	9%	8%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	59%	41%	-	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	10%	90%	-	Length: 12 Titles: Any commercial driving experience
Is training accepted in lieu of experience?	30%	70%	-	Length: 12 months
Is technical or vocational training required?	59%	41%	-	Length: 1 - 12 months Type: CPR, Bus Driver Certification, School Bus Driver Certification, Class B License

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Record keeping
- ◆ Exercise patience
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

#### Technical

- ◆ Map reading
- ◆ Tire changing
- ◆ Performing CPR
- ◆ Handling crises situations
- ◆ Administering emergency first aid
- ◆ Automotive maintenance and minor repair

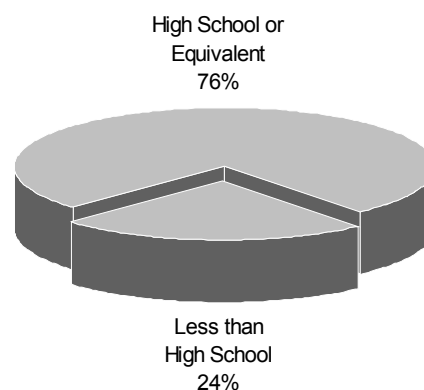
#### Computer

- ◆ N/A

### Other:

- ◆ Possession of a good DMV driving record
- ◆ Possession of a valid Class B driver's license

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# CARPET INSTALLERS

Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials.

**Alternate Titles:** Carpet Layers, Floor Covering Installers

**Responding Firms:** 17 - Representing 344 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 2,343
- ◆ **Occupation Size 2008:** Small - 2,500
- ◆ **Growth Rate:** Average - 9.6%
- ◆ **Total Openings 2003 - 2008:** 357

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	71%	29%
Next 24 Months	0%	82%	18%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Carpentry and Floor Work	64.1
Furniture and Homefurnishings Store	28.7

## RECRUITMENT

**Most successful recruitment methods used:**

- ◆ Employee Referrals 59%
- ◆ Walk-In Applicants 59%
- ◆ Other (word of mouth, other carpet companies) 53%
- ◆ Newspaper Ads 41%
- ◆ Internet 35%
- ◆ Employment Development Department 6%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

- 100% of responding firms offer day shifts
- 6% of responding firms offer graveyard shifts
- 6% of responding firms offer other shift types (on-call)

- ◆ **Gender Ratio:** 4% Female 96% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 19% over the past 12 months

## CAREER LADDERS

- ◆ 28% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Carpet Helper
- ◆ 29% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Project Coordinator, Senior Project Detailer, Supervisor, Sales Representative
- ◆ **Important qualifications for advancement:** Motivation, interpersonal skills, responsibility

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$15.00	\$ 8.00
New Hires, With Experience	\$ 6.75 - \$15.00	\$ 8.50
3+ Yrs Experience With Firm	\$ 6.75 - \$30.00	\$12.00
0% of firms surveyed were unionized Additional wages averaging \$1.43 per hour, in the form of tips, were reported by 6% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	13%	-	13%	-	-	-
Dental	6%	-	13%	-	-	-
Vision	-	-	-	-	-	-
Life	13%	-	-	-	-	-
Sick Leave	6%	-	-	-	-	-
Vacation	13%	-	-	-	-	-
Retirement	6%	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	59%	24%	18%	Length: 6 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	25%	75%	-	Length: 12 months Titles: Carpet Helper
Is training accepted in lieu of experience?	31%	69%	-	Length: 3 - 12 months
Is technical or vocational training required?	-	76%	24%	Length: 3 - 12 months Type: Apprentice, any construction experience

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Carpet brands and types

### Skills/Abilities:

#### General

- ◆ Legible writing
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Lifting at least 100 lbs. repeatedly
- ◆ Kneeling for extended periods of time

#### Technical

- ◆ Shop math
- ◆ Carpet laying
- ◆ Using hand tools
- ◆ Surface preparation
- ◆ Using and reading a tape measure
- ◆ Creating and cutting carpet patterns

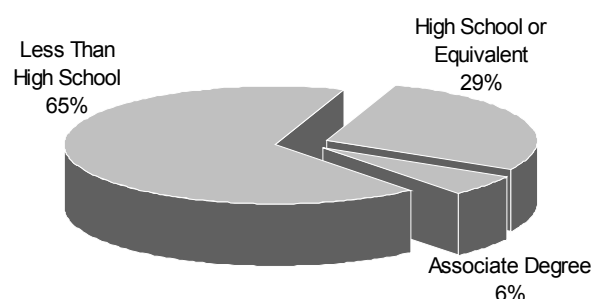
#### Computer

- ◆ N/A

### Other:

- ◆ Possession of a good DMV driving record

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# CIVIL ENGINEERING TECHNICIANS

Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.

**Alternate Titles:** Associate Civil Engineer, Public Works Technician, Engineering Assistant, Engineering Aide  
**Responding Firms: 15 - Representing 124 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ♦ **Occupation Size 2003:** Small - 924
- ♦ **Occupation Size 2008:** Small - 960
- ♦ **Growth Rate:** Slower than average - 5.5%
- ♦ **Total Openings 2003 - 2008:** 129

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Next 24 Months	0%	93%	7%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Engineering & Architectural Service	38.3
Local Government, Exc Hosp & Educ	22.0
Research & Testing Services	13.6
State Government, Exc Hosp & Educ	10.4

## RECRUITMENT

### Most successful recruitment methods used:

♦ Internet	80%
♦ Newspaper Ads	73%
♦ Employee Referrals	40%
♦ Trade Journals	27%
♦ Walk-In Applicants	20%
♦ Colleges/Universities	20%
♦ Employment Development Department	13%

## WORK PATTERNS

### Hours:

99% reported full-time employees, averaging 40 hours weekly  
1% reported temporary employees, averaging 10 hours weekly

### Shifts:

100% of responding firms offer day shifts  
7% of responding firms offer swing shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ♦ **Gender Ratio:** 14% Female 86% Male

- ♦ **Turnover Rate:** 3% over the past 12 months

## CAREER LADDERS

- ♦ **40% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Civil Engineering Assistant, Engineering Aide I & II
- ♦ **80% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Senior Engineering Tech, Engineering Tech II-III, Lead, Senior Civil Engineer, Public Works Inspector, Manager, Supervising Civil Engineer, Project Manager
- ♦ **Important qualifications for advancement:** Experience, higher education, professional engineer license, engineering instrument skills, mapping and drafting skills, job performance, management skills

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$14.00 - \$19.18	\$16.13
3+ Yrs Experience With Firm	\$16.00 - \$26.37	\$20.51
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$16.38 - \$26.60	\$18.68
3+ Yrs Experience With Firm	\$19.65 - \$35.80	\$22.63

73% of firms surveyed were unionized  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	40%	-	60%	-	-	-
Dental	40%	-	60%	-	-	-
Vision	47%	-	47%	-	-	-
Life	67%	-	33%	-	-	-
Sick Leave	87%	-	7%	-	-	-
Vacation	87%	-	13%	-	-	-
Retirement	40%	-	53%	-	-	-
Child Care	-	-	-	-	20%	-
Other	-	-	13%	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	87%	7%	7%	Length: 12 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	21%	79%	-	Length: 12 - 36 months Titles: Assistant Engineer, CAD Draftsman
Is training accepted in lieu of experience?	43%	57%	-	Length: 12 - 36 months
Is technical or vocational training required?	53%	33%	13%	Length: 12 - 24 months Type: Engineering courses, Drafting/Computer Design, Engineer in training Certificate, Mechanical Maintenance, Advanced Math

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Hydraulics

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Following oral and written instructions

#### Physical

- ◆ N/A

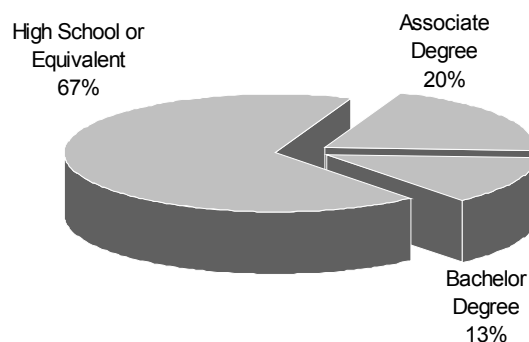
#### Technical

- ◆ Surveying
- ◆ Reading blueprints
- ◆ Cost estimating skills
- ◆ Calculating weight, volume, stress factors
- ◆ Applying principles of structural building design
- ◆ Applying principles of transportation facility design

#### Computer

- ◆ Microsoft Office
- ◆ Powerpoint
- ◆ Microsoft Project
- ◆ Computer Aided Design (CAD)
- ◆ Graphic design software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.



# COATING, PAINTING, AND SPRAYING MACHINE SETTERS, OPERATORS, AND TENDERS

Set up, operate, or tend machines to coat or paint any of a wide variety of products including food, glassware, cloth, ceramics, metal, plastic, paper, or wood, with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil, or rust-proofing materials.

**Alternate Titles:** Coater Operator, Pressman, Kettleman, Coater Inspector, Powder Painter, Painter, Sprayer  
**Responding Firms: 15 - Representing 137 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 2,661
- ◆ **Occupation Size 2008:** Small - 2,690
- ◆ **Growth Rate:** Slower than average - 1.5%
- ◆ **Total Openings 2003 - 2008:** 321

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	87%	7%
Next 24 Months	0%	73%	27%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Metal Services, NEC	11.2
Fabricated Structural Metal Product	7.7
Electric Lighting and Wiring Equip	6.4
Motor Vehicles and Equipment	6.4
Household Furniture	5.9

## RECRUITMENT

### Most successful recruitment methods used:

◆ Walk-In Applicants	53%
◆ Employee Referrals	47%
◆ In-House Promotion or Transfer	33%
◆ Newspaper Ads	20%
◆ Private Employment Agencies	20%
◆ Other (word of mouth)	20%
◆ Employment Development Department	7%

## WORK PATTERNS

### Hours:

96% reported full-time employees, averaging 40 hours weekly  
 4% reported part-time employees, averaging 23 hours weekly  
 1% reported temporary employees, averaging 20 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 20% of responding firms offer swing shifts  
 7% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 15% Female 85% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 29% over the past 12 months

## CAREER LADDERS

- ◆ **33% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Assistant, Stocker, Feeder, Pressman, Yardman, Craneman
- ◆ **27% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** General Manager, Supervisor, Lead Coater, Shop Supervisor
- ◆ **Important qualifications for advancement:** Management skills, good reading skills, good oral communication, Lithographic knowledge, industry knowledge, good customer service, record keeping, quality workmanship

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$13.00	\$ 7.63
New Hires, With Experience	\$ 6.75 - \$13.00	\$ 8.50
3+ Yrs Experience With Firm	\$ 7.50 - \$18.00	\$11.50
7% of firms surveyed were unionized Additional wages ranging from \$ .12 - \$ .96 per hour, in the form of bonuses, were reported by 7% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	33%	-	20%	-	-	-
Dental	20%	-	13%	-	7%	-
Vision	20%	-	13%	-	7%	-
Life	40%	-	7%	-	13%	-
Sick Leave	33%	-	13%	-	7%	-
Vacation	60%	-	13%	-	-	-
Retirement	13%	-	13%	-	13%	-
Child Care	-	-	-	-	7%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	27%	47%	27%	Length: 8 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	25%	75%	-	Length: 6 - 24 months Titles: Lithographer, Paint-Sprayer
Is training accepted in lieu of experience?	38%	63%	-	Length: 6 - 36 months
Is technical or vocational training required?	13%	80%	7%	Length: 1 - 24 months Type: Painting Courses, Sakarui Machine Training, Working with Hazardous Materials

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Understanding of machines and tools, including their designs, uses, repair, and maintenance

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Problem solving
- ◆ Oral communication
- ◆ Reading and following directions

#### Physical

- ◆ Manual dexterity
- ◆ Muscular endurance
- ◆ Quick reaction timely
- ◆ Arm/hand steadiness

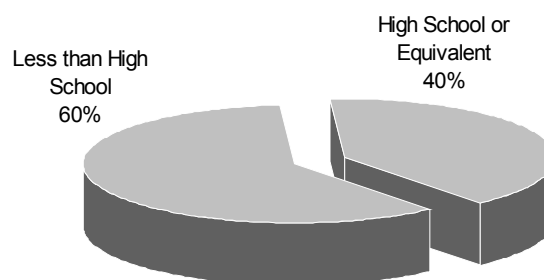
#### Technical

- ◆ Equipment/tool selection
- ◆ Controlling operations of equipment or systems
- ◆ Quickly and repeatedly adjusting machine controls
- ◆ Watching gauges dials, or other indicators to make sure equipment is working

#### Computer

- ◆ Microsoft Office

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# CORRECTIONAL OFFICERS AND JAILERS

Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

**Alternate Titles:** Jailer, Community Service Officer, Detention Officer, Security Officer-Jails, Youth Correctional Officer  
**Responding Firms: 8 - Representing 1,276 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 1,757
- ◆ **Occupation Size 2008:** Small - 1,950
- ◆ **Growth Rate:** Much faster than average - 16.1%
- ◆ **Total Openings 2003 - 2008:** 414

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	13%	75%	13%
Next 24 Months	13%	88%	0%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
State Government, exc. Hosp and Educ	49.0
Local Government, exc. Hosp and Educ	35.8

## RECRUITMENT

### Most successful recruitment methods used:

◆ Newspaper Ads	75%
◆ Internet	50%
◆ Walk-In Applicants	38%
◆ Employee Referrals	38%
◆ Employment Development Department	25%
◆ Colleges/Universities	25%
◆ Other (job fairs)	25%

## WORK PATTERNS

### Hours:

93% reported full-time employees, averaging 40 hours weekly  
 4% reported part-time employees, averaging 35 hours weekly  
 3% reported temporary employees, averaging 35 hours weekly

### Shifts:

88% of responding firms offer day shifts  
 88% of responding firms offer swing shifts  
 88% of responding firms offer graveyard shifts  
 13% of responding firms offer other shift types (3 - 12 hour days & 1 - 8 hour day every other week)

- ◆ **Gender Ratio:** 29% Female 71% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 4% over the past 12 months

## CAREER LADDERS

- ◆ **50% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Clerk Typist, Parking Enforcement Officer, Police Clerk, Teaching Assistant
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Police Officer, Senior Detention Officer, Senior Youth Correctional Counselor
- ◆ **Important qualifications for advancement:** Supervisory skills, interpersonal skills, education, communication skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$13.11 - \$18.27	\$16.29
New Hires, With Experience	\$13.11 - \$19.15	\$17.55
3+ Yrs Experience With Firm	\$17.85 - \$22.60	\$20.35
88% of firms surveyed were unionized Additional wages averaging \$ .25 per hour, in the form of a uniform allowance, were reported by 13% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	75%	-	25%	-	-	-
Dental	75%	-	25%	-	-	-
Vision	100%	-	-	-	-	-
Life	88%	-	-	-	13%	-
Sick Leave	100%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	63%	-	25%	-	-	-
Child Care	-	-	-	-	25%	-
Other	33%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	25%	63%	13%	Length: 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	Length: 12 months Titles: Community Services Officer, any communications related experience
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	25%	75%	-	Length: 2 - 12 months Type: Jail Procedures Training, CPR, First Aid

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ PC832 Laws of Arrest and Control
- ◆ Equipment, policies, procedures, and strategies to promote effective local, state, or national security operations

### Skills/Abilities:

#### General

- ◆ Record keeping
- ◆ Conflict resolution
- ◆ Selective attention
- ◆ Problem sensitivity
- ◆ Inductive reasoning
- ◆ Oral communication
- ◆ Social perceptiveness

#### Physical

- ◆ Far and peripheral vision
- ◆ Muscular strength and endurance
- ◆ Quick reaction time and response orientation

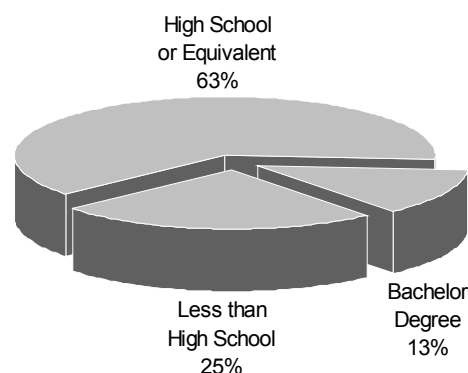
#### Technical

- ◆ Monitoring the conduct of prisoners
- ◆ Arranging daily schedules for prisoners
- ◆ Using weapons, handcuffs, and physical force to maintain discipline and order among prisoners
- ◆ Inspecting locks, window bars, grills, doors, and gates

#### Computer

- ◆ Microsoft Office

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# COURIERS AND MESSENGERS

Pick up and carry messages, documents, packages, and other items between offices or departments within an establishment or to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.

**Alternate Titles:** Stock Delivery Worker, Route Drivers, Delivery Person, Driver

**Responding Firms: 16 - Representing 653 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Medium - 7,086
- ◆ **Occupation Size 2008:** Medium - 6,900
- ◆ **Growth Rate:** Slow decline - (-3.6)%
- ◆ **Total Openings 2003 - 2008:** 1,157

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	63%	19%
Next 24 Months	0%	38%	63%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Trucking & Courier Services, Ex Air	60.8
Miscellaneous Business Services	5.9
Medical and Dental Laboratories	5.6
Mailing, Reproduction, Stenographic	4.9

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	81%
◆ Newspaper Ads	44%
◆ Other (word of mouth)	44%
◆ In-House Promotion or Transfer	38%
◆ Walk-In Applicants	31%
◆ Internet	19%
◆ Employment Development Department	6%

## WORK PATTERNS

### Hours:

- 65% reported full-time employees, averaging 40 hours weekly
- 34% reported part-time employees, averaging 24 hours weekly
- 1% reported temporary employees, averaging 25 hours weekly

### Shifts:

- 94% of responding firms offer day shifts
- 19% of responding firms offer swing shifts
- 19% of responding firms offer graveyard shifts
- 19% of responding firms offer other shift types (on-call, nights/weekends)

- ◆ **Gender Ratio:** 31% Female 69% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 21% over the past 12 months

## CAREER LADDERS

- ◆ **20% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper
- ◆ **56% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Clerk, Supervisor, Warehouse Supervisor, Office Assistant, Sales Representative, Senior Dispatcher, Client Services Manager, Manager
- ◆ **Important qualifications for advancement:** Good communication, computer skills, managerial skills, organizational skills, supervisory experience, route knowledge, leadership abilities, good DMV record, customer service skills, tenure

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.00	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$14.11	\$ 8.75
3+ Yrs Experience With Firm	\$ 6.75 - \$15.58	\$ 9.25

6% of firms surveyed were unionized  
Additional wages ranging from \$2.50 - \$8.00 per hour, in the form of commission, were reported by 13% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	19%	-	19%	11%	-	-
Dental	13%	-	13%	-	-	-
Vision	13%	-	13%	-	-	-
Life	-	-	13%	-	-	-
Sick Leave	13%	-	6%	-	13%	22%
Vacation	31%	-	6%	-	13%	22%
Retirement	25%	-	6%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	38%	44%	19%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	Length: 6 - 24 months Titles: Driver (truck/other)
Is training accepted in lieu of experience?	44%	56%	-	Length: 3 - 12 months
Is technical or vocational training required?	6%	88%	6%	Length: 3 - 6 months Type: Typing/Computer Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Local streets

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Record keeping
- ◆ Telephone answering
- ◆ Reading and following instructions

#### Physical

- ◆ Lifting at least 50 lbs. repeatedly

#### Technical

- ◆ Map reading
- ◆ Cash handling
- ◆ General clerical

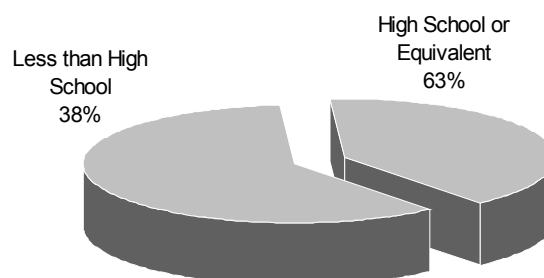
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Bondable
- ◆ Possession of auto insurance
- ◆ Possession of a reliable vehicle
- ◆ Possession of a valid driver's license
- ◆ Possession of a good DMV driving record

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# CURATORS

Administer affairs of museum and conduct research programs. Direct instructional, research, and public service activities of institution.

**Alternate Titles:** Assistant/Associate Curator, Collection Manager, Director of Collections, Deputy Director  
**Responding Firms: 15 - Representing 47 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 849
- ◆ **Occupation Size 2008:** Small - 920
- ◆ **Growth Rate:** Faster than average - 12.2%
- ◆ **Total Openings 2003 - 2008:** 71

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	93%	7%
Next 24 Months	0%	100%	0%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Colleges and Universities	44.4
Museums and Art Galleries	42.7

## RECRUITMENT

### Most successful recruitment methods used:

◆ Trade Journals	67%
◆ Internet	60%
◆ Newspaper Ads	40%
◆ Employee Referrals	27%
◆ Colleges/Universities	27%
◆ Other (Referrals from other Institutions, Word of Mouth)	27%
◆ In-House Promotion or Transfer	20%

## WORK PATTERNS

### Hours:

87% reported full-time employees, averaging 41 hours weekly  
 11% reported part-time employees, averaging 25 hours weekly  
 2% reported seasonal employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 66% Female 34% Male

- ◆ **Turnover Rate:** 13% over the past 12 months

## CAREER LADDERS

- ◆ **40% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Intern, Museum Collector, Visitor Services Representative, Researcher, Free-lance Curator, Program Coordinator
- ◆ **47% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Interim Director, Assistant Director, Director, Administrator, Education Manager,
- ◆ **Important qualifications for advancement:** Written and oral communication, organizational abilities, art history and museum knowledge, marketing and fund-raising skills, research skills, leadership abilities, a creative vision



## WAGES

Experience	Range	Median
New Hires, No Experience	\$14.42 - \$19.23	\$18.50
New Hires, With Experience	\$14.38 - \$20.00	\$16.00
3+ Yrs Experience With Firm	\$14.38 - \$23.97	\$19.00
0% of firms surveyed were unionized		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	64%	-	36%	33%	-	-
Dental	50%	-	14%	33%	7%	-
Vision	43%	-	14%	33%	-	-
Life	29%	-	-	-	7%	-
Sick Leave	86%	-	7%	-	-	-
Vacation	93%	-	-	-	-	-
Retirement	14%	-	14%	-	7%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	73%	13%	13%	Length: 12 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	38%	62%	-	Length: 24 - 36 months Titles: History and/or Anthropology Specialist, Reseacher, any museum experience
Is training accepted in lieu of experience?	31%	69%	-	Length: 24 - 36 months
Is technical or vocational training required?	13%	67%	20%	Length: 12 - 36 months Type: Gallery Studies, related undergraduate or graduate degree

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ♦ Artists
- ♦ Historical events and their causes, indicators, and effects on civilizations and cultures
- ♦ Understanding of business and management principles involved in strategic planning and resource allocation

### Skills/Abilities:

#### General

- ♦ Memorization
- ♦ Public speaking
- ♦ Reading comprehension
- ♦ Effective oral and written communication

#### Physical

- ♦ N/A

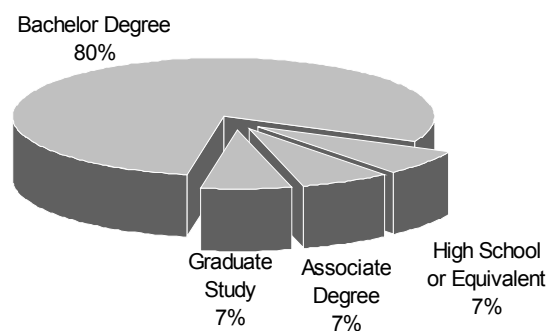
#### Technical

- ♦ Research
- ♦ Problem solving
- ♦ Cost/benefit analysis
- ♦ Accounting/budget preparation
- ♦ Motivating, developing, and directing people as they work, identifying the best people for the job

#### Computer

- ♦ Microsoft Office
- ♦ Photoshop
- ♦ PageMaker

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# DIETETIC TECHNICIANS

Assist dietitians in the provision of food service and nutritional programs. Under the supervision of dietitians, may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.

**Alternate Titles:** Clinical Dietetic Technician, Dietetic Clerk

**Responding Firms: 8 - Representing 43 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 1,190
- ◆ **Occupation Size 2008:** Small - 1,290
- ◆ **Growth Rate:** Faster than average - 12.2%
- ◆ **Total Openings 2003 - 2008:** 257

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	13%	88%	0%
Next 24 Months	0%	88%	13%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Social Services, NEC	52.3
Hospitals	24.9

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	75%
◆ Employee Referrals	50%
◆ Walk-In Applicants	50%
◆ Internet	50%
◆ School, Program Referrals	38%
◆ In-House Promotion or Transfer	13%
◆ Private Employment Agencies	13%

## WORK PATTERNS

### Hours:

67% reported full-time employees, averaging 46 hours weekly  
 14% reported part-time employees, averaging 32 hours weekly  
 19% reported temporary employees, averaging 11 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 13% of responding firms offer swing shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 95% Female 5% Male

- ◆ **Turnover Rate:** 16% over the past 12 months

## CAREER LADDERS

- ◆ **38% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Nutrition Assistant, Patient Care Assistant
- ◆ **50% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Registered Technician, Dietician, Clinical Dietician, Supervisor
- ◆ **Important qualifications for advancement:** Higher education, current registration, job knowledge, licensing, experience, current registration

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$11.00 - \$15.38	\$13.82
3+ Yrs Experience With Firm	\$12.65 - \$18.64	\$15.54
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$14.78 - \$17.22	\$16.00
3+ Yrs Experience With Firm	\$17.11 - \$18.82	\$17.97

25% of firms surveyed were unionized  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	29%	25%	57%	75%	14%	-
Dental	14%	25%	57%	75%	14%	-
Vision	14%	25%	57%	75%	14%	-
Life	43%	50%	43%	25%	14%	-
Sick Leave	71%	50%	14%	25%	14%	-
Vacation	71%	75%	14%	25%	14%	-
Retirement	14%	-	57%	75%	29%	25%
Child Care	-	-	-	25%	29%	25%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	50%	-	50%	Length: 9 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	13%	88%	-	Length: 9 months Titles: Any nutrition or health care related experience
Is training accepted in lieu of experience?	38%	63%	-	Length: 9 - 24 months
Is technical or vocational training required?	25%	75%	-	Length: 12 - 24 months Type: Dietetic Technician Program

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Food science and food characteristics
- ◆ Good diet and nutrition
- ◆ Food processing methods

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

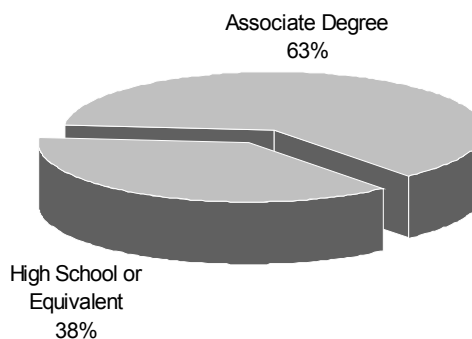
#### Technical

- ◆ Supervising staff
- ◆ Food preparation
- ◆ Preparing client meal plans
- ◆ Planning and organizing the work of others
- ◆ Planning and organizing training programs
- ◆ Teaching the principles of food and nutrition
- ◆ Modifying menus according to dietary restrictions

#### Computer

- ◆ Microsoft Office
- ◆ CBORD Dietary software
- ◆ Industry specific software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# DIETITIANS AND NUTRITIONISTS

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

**Alternate Titles:** Clinical Dietitian, Registered Dietitian, Administrative Dietitian, Food Services Supervisor, Nutrition Coordinator  
**Responding Firms: 17 - Representing 166 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 1,469
- ◆ **Occupation Size 2008:** Small - 1,540
- ◆ **Growth Rate:** Slower than average - 6.9%
- ◆ **Total Openings 2003 - 2008:** 271

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Next 24 Months	0%	88%	12%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Hospitals	29.4
Eating and Drinking Places	21.6
Social Services, NEC	15.2
Health and Allied Services, NEC	8.3
Offices of Physicians	5.9

## RECRUITMENT

### Most successful recruitment methods used:

◆ Internet	82%
◆ Employee Referrals	53%
◆ Newspaper Ads	47%
◆ Colleges/Universities	29%
◆ School Program Referrals	24%
◆ Walk-In Applicants	18%
◆ Trade Journals	18%

## WORK PATTERNS

### Hours:

69% reported full-time employees, averaging 46 hours weekly  
 20% reported part-time employees, averaging 24 hours weekly  
 11% reported temporary employees, averaging 11 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 12% of responding firms offer swing shifts  
 12% of responding firms offer graveyard shifts  
 12% of responding firms offer other shift types (weekends)

- ◆ **Gender Ratio:** 95% Female 5% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 9% over the past 12 months

## CAREER LADDERS

- ◆ **41% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Food Service Worker III, Cook III, Dietetic Technician, Diet Clerk
- ◆ **41% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Clinical Nutrition Supervisor, Director, Department Manager, Safety Officer, Director of Infection Control and Employee Health, Director of Nutrition Services
- ◆ **Important qualifications for advancement:** Experience, supervisory skills, tenure, higher education, management experience, organizational skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$17.30 - \$23.00	\$19.89
New Hires, With Experience	\$17.72 - \$31.00	\$21.55
3+ Yrs Experience With Firm	\$21.98 - \$35.42	\$26.00
0% of firms surveyed were unionized Additional wages ranging from \$ .63 - \$ .69 per hour, in the form of bonuses and "other variable pay", were reported by 6% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	27%	9%	73%	82%	-	-
Dental	27%	9%	67%	73%	-	-
Vision	20%	9%	67%	73%	-	-
Life	69%	60%	13%	20%	6%	10%
Sick Leave	80%	64%	13%	18%	-	-
Vacation	87%	82%	13%	18%	-	-
Retirement	31%	20%	44%	70%	19%	10%
Child Care	-	-	6%	10%	25%	20%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	59%	6%	35%	Length: 2 -36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	13%	88%	-	Length: 24 months Titles: Nursing, any health care related experience
Is training accepted in lieu of experience?	19%	81%	-	Length: 6 - 24 months
Is technical or vocational training required?	18%	65%	18%	Length: 12 - 24 months Type: Registered Dietitian License, Parenting Classes, Externships, Nutritional Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Food production
- ◆ Societal trends and influences
- ◆ Psychological research methods and the assessment and treatment of behavioral and affective disorders
- ◆ Principles and methods for training design, teaching individuals and groups, and measurement of training effects

### Skills/Abilities:

#### General

- ◆ Active listening
- ◆ Critical thinking
- ◆ Time management
- ◆ Social perceptiveness
- ◆ Reading comprehension
- ◆ Judgement and decision making
- ◆ Effective oral and written communication

#### Physical

- ◆ N/A

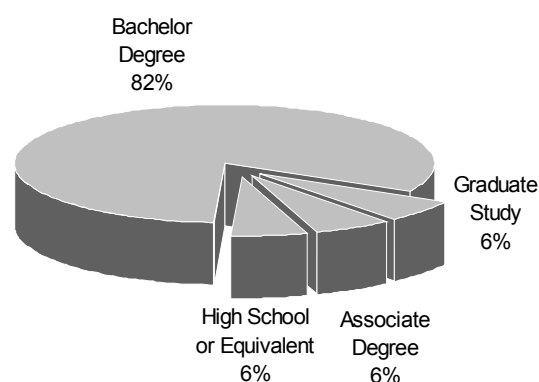
#### Technical

- ◆ Counseling
- ◆ Teaching others

#### Computer

- ◆ Microsoft Office
- ◆ Outlook
- ◆ CBORD dietary software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# ENGINE AND OTHER MACHINE ASSEMBLERS

Construct, assemble, or rebuild machines, such as engines, turbines, and similar equipment used in such industries as construction, extraction, textiles, and paper manufacturing.

**Alternate Titles:** Mechanical Electrical Assembler, Assembler, Machinist, Welder, Maintenance Specialist, Engine Worker, Fabricator, Millwright, Operator

**Responding Firms: 18 - Representing 736 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 639
- ◆ **Occupation Size 2008:** Small - 610
- ◆ **Growth Rate:** Slow decline - (-6.2)%
- ◆ **Total Openings 2003 - 2008:** 36

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	78%	22%
Next 24 Months	0%	67%	33%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
General Industrial Machinery	29.4
Metalworking Machinery	17.2
Motor Vehicles and Equipment	14.9
Engines and Turbines	14.0

## RECRUITMENT

### Most successful recruitment methods used:

◆ Employee Referrals	83%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	33%
◆ In-House Promotion or Transfer	28%
◆ Internet	28%
◆ Employment Development Department	17%
◆ Other (word of mouth)	17%

## WORK PATTERNS

### Hours:

99% reported full-time employees, averaging 40 hours weekly  
1% reported part-time employees, averaging 24 hours weekly

### Shifts:

100% of responding firms offer day shifts  
17% of responding firms offer swing shifts  
6% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 25% Female 75% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 10% over the past 12 months

## CAREER LADDERS

- ◆ **35% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Shop Helper, Assembler, Electrical Repairer, Mechanical Repairer, Cleaner, Facility Maintenance Person
- ◆ **56% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Foreman, Lead Foreman, Assistant Production Manager, Machine Operator in Charge, Lead, Production Supervisor, Machine Programmer, Manager
- ◆ **Important qualifications for advancement:** Job knowledge, good attitude, following instructions, technical skills, motivation, communication skills, job quality and productivity, interpersonal skills, leadership abilities, education

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	\$ 6.75 - \$10.00	\$ 8.00
New Hires, With Experience	\$ 6.75 - \$16.00	\$10.50
3+ Yrs Experience With Firm	\$ 8.00 - \$25.00	\$15.00
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$16.00 - \$25.00	\$19.83
3+ Yrs Experience With Firm	\$19.00 - \$32.71	\$23.99

22% of firms surveyed were unionized  
Additional wages averaging \$ .72 per hour,  
in the form of bonuses, were reported by 6% of responding firms.  
\*New Hire, No Experience wage data is not provided  
when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	50%	-	28%	-	-	-
Dental	28%	-	17%	-	6%	-
Vision	22%	-	28%	-	6%	-
Life	33%	-	22%	-	-	-
Sick Leave	50%	-	6%	-	-	-
Vacation	50%	-	11%	-	-	-
Retirement	28%	-	17%	-	6%	-
Child Care	-	-	6%	-	-	-
Other	7%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	72%	17%	11%	<b>Length:</b> 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	60%	40%	-	<b>Length:</b> 6 - 36 months <b>Titles:</b> Machinist, Operating Engineer, Welder, any related mechanical or machine experience
Is training accepted in lieu of experience?	33%	67%	-	<b>Length:</b> 3 - 48 months
Is technical or vocational training required?	11%	89%	-	<b>Length:</b> 24 months <b>Type:</b> Machine Repair, Mechanical Courses, Machine Tools Training

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ♦ Machines, tools, and hydraulic systems

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Effective oral and written communication

#### Physical

- ♦ Manual dexterity and visualizing how things will look
- ♦ Lifting 75 lbs. repeatedly and standing for long periods

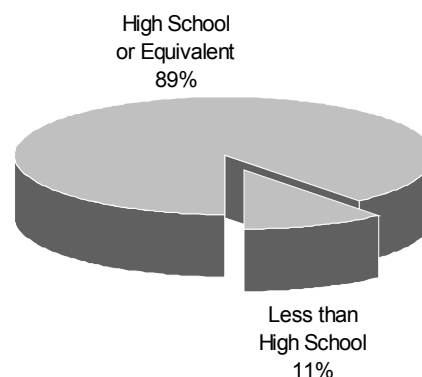
#### Technical

- ♦ Welding
- ♦ Laser alignment
- ♦ Reading blueprints
- ♦ Operation monitoring
- ♦ Operating cranes and forklifts
- ♦ Equipment maintenance and repair
- ♦ Troubleshooting and quality control analysis
- ♦ Quickly and repeatedly adjusting machine controls
- ♦ Installing equipment and performing electrical work
- ♦ Operating precision tools and measuring instruments

#### Computer

- ♦ Microsoft Office
- ♦ Auto CAD
- ♦ Machine tool program language
- ♦ Industry/company specific software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.



# FIRE INSPECTORS AND INVESTIGATORS

Inspect buildings to detect fire hazards and enforce local ordinances and State laws. Investigate and gather facts to determine cause of fires and explosions.

**Alternate Titles:** Fire Fighter-Prevention Bureau, Assigned Fire Inspector, Fire Prevention Officer, Deputy Fire Marshal  
**Responding Firms: 6 - Representing 156 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 110
- ◆ **Occupation Size 2008:** Small - 110
- ◆ **Growth Rate:** Remain stable - 0%
- ◆ **Total Openings 2003 - 2008:** 14

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Next 24 Months	0%	100%	0%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Local Government, Exc Hosp & Educ	80.6

## RECRUITMENT

### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	50%
◆ Newspaper Ads	50%
◆ Internet	50%
◆ Employee Referrals	17%
◆ Walk-In Applicants	17%
◆ Trade Journals	17%
◆ Other (mailing)	17%

## WORK PATTERNS

### Hours:

100% reported full-time employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

- ◆ **Gender Ratio:** 8% Female 92% Male

- ◆ **Turnover Rate:** 5% over the past 12 months

## CAREER LADDERS

- ◆ 67% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Fire Fighter, Building Inspector
- ◆ 67% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Fire Engineer, Fire Captain, Fire Chief
- ◆ **Important qualifications for advancement:** Hydraulics/apparatus courses, CFSTES courses, experience, supervisory skills, interpersonal skills, department knowledge

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$20.58 - \$35.77	\$30.02
3+ Yrs Experience With Firm	\$25.02 - \$39.93	\$35.75

100% of firms surveyed were unionized  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	100%	-	-	-	-	-
Dental	100%	-	-	-	-	-
Vision	100%	-	-	-	-	-
Life	67%	-	17%	-	-	-
Sick Leave	100%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	83%	-	17%	-	-	-
Child Care	17%	-	-	-	33%	-
Other	40%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	83%	17%	-	Length: 12 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	60%	40%	-	Length: 12 - 60 months Titles: Fire Fighter, Fire Inspector
Is training accepted in lieu of experience?	20%	80%	-	Length: 6 months
Is technical or vocational training required?	33%	50%	17%	Length: 18 - 24 months Type: College Courses, Fire Fighter Courses, EMT-1A Paramedic

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Effective writing
- ◆ Problem solving
- ◆ Customer service
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and following instructions

#### Physical

- ◆ Ability to pass a pre-employment medical examination

#### Technical

- ◆ Detecting fire hazards
- ◆ Handling crisis situations
- ◆ Gathering and analyzing facts
- ◆ Enforcing local ordinances and State laws

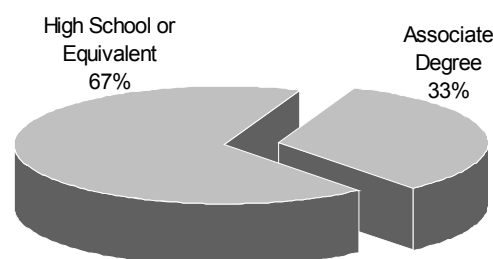
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Completion of company training
- ◆ Completion of fire prevention course work

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# FIRST-LINE SUPERVISORS/MANAGERS OF HOUSEKEEPING AND JANITORIAL WORKERS

Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.

**Alternate Titles:** Floor Supervisor, Housekeeping Supervisor, Head Houseman, Team Leader, Manager

**Responding Firms: 15 - Representing 115 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,876
- ◆ **Occupation Size 2008:** Small - 5,240
- ◆ **Growth Rate:** Faster than average - 10.8%
- ◆ **Total Openings 2003 - 2008:** 1,043

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	93%	0%
Next 24 Months	7%	67%	27%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Elementary and Secondary Schools	28.8
Services to Buildings	14.8
Hotels and Motels	13.8
Nursing and Personal Care Facilities	4.9
Hospitals	4.9

## RECRUITMENT

### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	80%
◆ Employee Referrals	73%
◆ Newspaper Ads	53%
◆ Walk-In Applicants	40%
◆ Private Employment Agencies	13%
◆ Employment Development Department	13%
◆ Internet	13%

## WORK PATTERNS

### Hours:

99% reported full-time employees, averaging 41 hours weekly  
1% reported part-time employees, averaging 20 hours weekly

### Shifts:

93% of responding firms offer day shifts  
67% of responding firms offer swing shifts  
47% of responding firms offer graveyard shifts  
7% of responding firms offer other shift types (on-call)

- ◆ **Gender Ratio:** 60% Female 40% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ **87% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Room Attendant, Housekeeper, Laundry Attendant, Front Office/Guest Services/Lobby Person
- ◆ **73% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Assistant Manager - Housekeeping, Housekeeping Manager, Front Desk Representative, Night Manager, Director of Housekeeping
- ◆ **Important qualifications for advancement:** Guest relations, team worker, bilingual, computer skills, managerial skills, multitasking abilities, good communication, organizational skills, knowledge of operations, motivation

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.00 - \$ 9.00	\$ 8.40
New Hires, With Experience	\$ 7.00 - \$12.75	\$ 9.50
3+ Yrs Experience With Firm	\$ 8.00 - \$14.00	\$11.25

13% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	21%	-	57%	-	7%	-
Dental	21%	-	57%	-	7%	-
Vision	21%	-	57%	-	7%	-
Life	29%	-	50%	-	7%	-
Sick Leave	29%	-	50%	-	7%	-
Vacation	29%	-	50%	-	7%	-
Retirement	21%	-	57%	-	7%	-
Child Care	-	-	7%	-	7%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	80%	7%	13%	Length: 9 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	29%	71%	-	Length: 9 - 36 months Titles: Housekeeper, Manager, any general hotel or hospitality experience
Is training accepted in lieu of experience?	36%	64%	-	Length: 6 - 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Understanding of a variety of cultures
- ◆ Understanding of inventory techniques

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Effective writing
- ◆ Record keeping
- ◆ Attention to detail
- ◆ Oral communication
- ◆ Customer service skills
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

#### Technical

- ◆ Hiring and assigning personnel
- ◆ Following purchasing procedures
- ◆ Planning and organizing the work of others

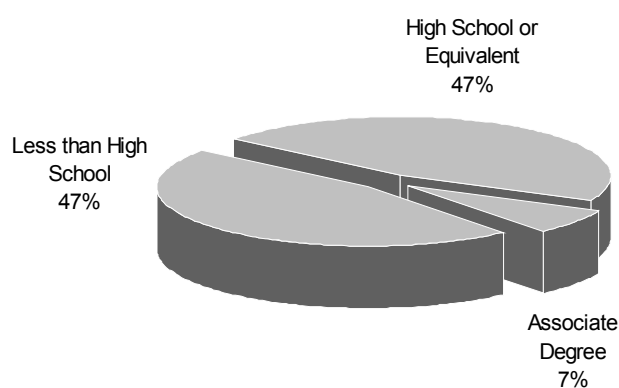
#### Computer

- ◆ Microsoft Office
- ◆ Hotel specific software

### Other:

- ◆ Bondable
- ◆ Bilingual
- ◆ Possession of a reliable vehicle

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

## FIRST-LINE SUPERVISORS/MANAGERS OF LANDSCAPING, LAWN SERVICE, AND GROUNDSKEEPING WORKERS

Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, and similar activities in following a landscape design plan. Work may involve reviewing contracts to ascertain service, machine, and work force requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.

**Alternate Titles:** Construction Manager, Supervisor, Field Supervisor, Crew Leader, Operations Manager

**Responding Firms: 18 - Representing 81 employees**

### EMPLOYMENT TRENDS

#### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 2,044
- ◆ **Occupation Size 2008:** Small - 2,080
- ◆ **Growth Rate:** Slower than average - 2.5%
- ◆ **Total Openings 2003 - 2008:** 93

#### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	67%	33%
Next 24 Months	6%	72%	22%

### WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Landscape and Horticultural Service	31.4
Services to Buildings	31.0
Misc. Amusement, Recreation Service	5.1
Local Government, Exc Hosp & Educ	4.9
Public Warehousing and Storage	3.8

### RECRUITMENT

#### Most successful recruitment methods used:

◆ Employee Referrals	78%
◆ Walk-In Applicants	56%
◆ In-House Promotion or Transfer	50%
◆ Newspaper Ads	39%
◆ Other (word of mouth, customer referrals)	28%
◆ School, Program Referrals	6%
◆ Union Hall Referrals	6%

### WORK PATTERNS

#### Hours:

99% reported full-time employees, averaging 42 hours weekly  
1% reported temporary employees, averaging 40 hours weekly

#### Shifts:

100% of responding firms offer day shifts  
6% of responding firms offer swing shifts

### SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 0% Female 100% Male

- ◆ **Turnover Rate:** 3% over the past 12 months

### CAREER LADDERS

- ◆ **65% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Laborer, Field Laborer, Journeyman, Lead, Tree Trimmer, Landscape Worker, Mason
- ◆ **28% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Operations Supervisor, Superintendent, Manager
- ◆ **Important qualifications for advancement:** Job knowledge, time management abilities, multitasking skills, higher education, organizational skills, managerial skills, efficiency

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$ 8.00 - \$17.50	\$12.50
3+ Yrs Experience With Firm	\$12.50 - \$24.44	\$17.00
6% of firms surveyed were unionized *New Hire, No Experience wage data is not provided when less than three employers responded to this question.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	17%	-	28%	-	-	-
Dental	6%	-	11%	-	6%	-
Vision	6%	-	17%	-	-	-
Life	11%	-	11%	-	-	-
Sick Leave	22%	-	11%	-	-	-
Vacation	44%	-	11%	-	-	-
Retirement	-	-	11%	-	-	-
Child Care	-	-	-	-	-	-
Other	7%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	17%	83%	-	Length: 4 - 60 months Titles: Construction/Masonry, Sales Rep, Manager
Is training accepted in lieu of experience?	22%	78%	-	Length: 3 - 36 months
Is technical or vocational training required?	22%	61%	17%	Length: 3 - 36 months Type: Construction Technology, Controller Pest License, Irrigation, Horticulture, Landscaping Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Horticulture
- ◆ Gardening tools
- ◆ Pesticides and herbicides

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Reading and following directions
- ◆ Effective oral and written communication

#### Physical

- ◆ Ability to lift at least 70 lbs. repeatedly

#### Technical

- ◆ Pruning
- ◆ Operating tractors
- ◆ Lawn and garden care
- ◆ Lighting installation and repair
- ◆ Sprinkler installation and repair
- ◆ Hiring and assigning personnel
- ◆ Planning and organizing the work of others

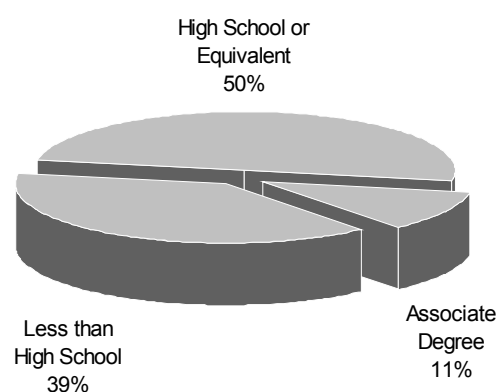
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Possession of a reliable vehicle
- ◆ Possession of valid driver's license

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# FOOD SERVICE MANAGERS

Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

**Alternate Titles:** Supervisor, Banquet Manager, General Manager, Store Manager, Food Service Director

**Responding Firms: 17 - Representing 284 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Large - 15,324
- ◆ **Occupation Size 2008:** Large - 16,860
- ◆ **Growth Rate:** Much faster than average 14.6%
- ◆ **Total Openings 2003 - 2008:** 2,450

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	82%	18%
Next 24 Months	0%	82%	18%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Eating and Drinking Places	92.7

## RECRUITMENT

**Most successful recruitment methods used:**

◆ In-House Promotion or Transfer	59%
◆ Newspaper Ads	47%
◆ Walk-In Applicants	47%
◆ Internet	35%
◆ Employee Referrals	29%
◆ Other (on-site banners, word of mouth, in-house recruiter)	29%
◆ Private Employment Agencies	12%

## WORK PATTERNS

### Hours:

99% reported full-time employees, averaging 43 hours weekly  
1% reported part-time employees, averaging 28 hours weekly

### Shifts:

94% of responding firms offer day shifts  
47% of responding firms offer swing shifts  
6% of responding firms offer graveyard shifts  
24% of responding firms offer other shifts (evenings)

- ◆ **Gender Ratio:** 46% Female 54% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 5% over the past 12 months

## CAREER LADDERS

- ◆ **58% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Cashier, Waiter, Server, Host, Shift Leader, Lead Server, Assistant Manager
- ◆ **65% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Assistant Manager, Manager, Divisional Manager, District Manager
- ◆ **Important qualifications for advancement:** College degree, knowledge of operations, additional company training, tenure, interpersonal skills, leadership abilities, job knowledge, training skills, common sense



## WAGES

Experience	Range	Median
New Hires, No Experience	\$10.00 - \$19.18	\$13.22
New Hires, With Experience	\$ 9.50 - \$26.37	\$14.90
3+ Yrs Experience With Firm	\$10.50 - \$24.04	\$18.22
0% firms surveyed were unionized Additional wages ranging from \$ .24 - \$25.00 per hour, in the form of bonuses or tips, were reported by 29% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	59%	-	29%	-	-	-
Dental	59%	-	24%	-	-	-
Vision	41%	-	24%	-	-	-
Life	59%	-	-	-	6%	-
Sick Leave	65%	-	-	-	-	-
Vacation	88%	-	-	-	-	-
Retirement	24%	-	18%	-	6%	-
Child Care	6%	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	65%	18%	18%	<b>Length:</b> 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	62%	38%	-	<b>Length:</b> 6 - 24 months <b>Titles:</b> Manager Trainee, Assistant Manager, General Bar Manager, Retail Management, any professional experience
Is training accepted in lieu of experience?	36%	64%	-	<b>Length:</b> 3 - 24 months
Is technical or vocational training required?	6%	76%	18%	<b>Length:</b> 1 - 24 months <b>Type:</b> Internal/Company Training, Food Preparation, Restaurant Management, Food/Wine service, Financial Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Inventory techniques

### Skills/Abilities:

#### General

- ◆ Effective writing
- ◆ Record keeping
- ◆ Problem solving
- ◆ Customer service
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

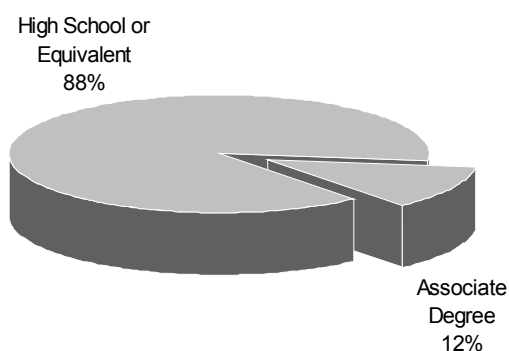
#### Technical

- ◆ Catering
- ◆ Business math
- ◆ Food preparation
- ◆ Maintaining financial records
- ◆ Hiring and assigning personnel
- ◆ Following purchasing procedures
- ◆ Managing activities or departments

#### Computer

- ◆ Microsoft Office
- ◆ Microsoft Publisher
- ◆ Industry specific software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# GENERAL AND OPERATIONS MANAGERS

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.

**Alternate Titles:** Chief Operating Officer, Store Manager, Bureau Manager, Production Manager, Office Manager  
**Responding Firms: 19 - Representing 361 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Very large - 69,997
- ◆ **Occupation Size 2008:** Very large - 74,140
- ◆ **Growth Rate:** Average - 8.5%
- ◆ **Total Openings 2003 - 2008:** 10,014

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	79%	21%
Next 24 Months	0%	79%	21%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Computer and Data Processing Services	3.7
Eating and Drinking Places	3.5
Colleges and Universities	2.4
Groceries and Related Products	2.3
Miscellaneous Business Services	2.3

## RECRUITMENT

### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	84%
◆ Newspaper Ads	68%
◆ Internet	47%
◆ Employee Referrals	37%
◆ Other (executive search firms, in-house recruiters)	16%
◆ Private Employment Agencies	11%
◆ Walk-In Applicants	11%

## WORK PATTERNS

### Hours:

100% reported full-time employees, averaging 41 hours weekly

### Shifts:

95% of responding firms offer day shifts  
 21% of responding firms offer swing shifts  
 5% of responding firms offer graveyard shifts  
 11% of responding firms offer other shift types (evening)

- ◆ **Gender Ratio:** 22% Female 78% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 3% over the past 12 months

## CAREER LADDERS

- ◆ **75% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Brand Manager, Assistant Manager, Chief Financial Officer, Production Supervisor, Plant Superintendent, Plant Manager, Human Resources Director
- ◆ **47% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Area Manager, Franchise Manager, Division Manager, VP Operations, District Manager, Educational Manager, Administrative Manager
- ◆ **Important qualifications for advancement:** Operational skills, leadership ability, job knowledge, organizational skills, interpersonal skills, supervising and motivating others, higher education, knowledge of operations, related technical skills

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$10.00 - \$28.85	\$16.35
3+ Yrs Experience With Firm	\$12.00 - \$38.45	\$19.23

0% of firms surveyed were unionized  
Additional wages ranging from \$1.92 - \$9.59 per hour, in the form of bonuses, were reported by 11% of responding firms.  
\*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	63%	-	32%	-	-	-
Dental	58%	-	37%	-	-	-
Vision	53%	-	21%	-	-	-
Life	79%	-	-	-	-	-
Sick Leave	68%	-	-	-	5%	-
Vacation	95%	-	-	-	-	-
Retirement	37%	-	21%	-	5%	-
Child Care	-	-	-	-	5%	-
Other	33%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	84%	-	16%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	61%	39%	-	Length: 6 - 36 months Titles: Business Administrator, Division Manager, Plant Manager
Is training accepted in lieu of experience?	47%	53%	-	Length: 6 - 36 months
Is technical or vocational training required?	21%	74%	5%	Length: 12 - 48 months Type: Finance, Manufacturing

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Economic and accounting principles and practices
- ◆ Business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources

### Skills/Abilities:

#### General

- ◆ Record keeping
- ◆ Problem solving
- ◆ Customer service
- ◆ Adapting to change
- ◆ Time management
- ◆ Working under pressure
- ◆ Effective oral and written communication

#### Physical

- ◆ N/A

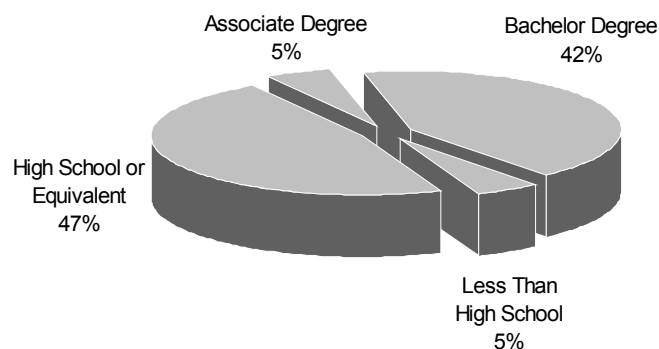
#### Technical

- ◆ Cost/benefit analyses
- ◆ Maintaining financial records
- ◆ Systems analysis and evaluation
- ◆ Managing activities or departments

#### Computer

- ◆ Microsoft Office
- ◆ Microsoft Publisher
- ◆ Internet/Email software

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# GRAPHIC DESIGNERS

Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

**Alternate Titles:** Graphic Artist, Graphics Coordinator

**Responding Firms: 15 - Representing 75 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 6,150
- ◆ **Occupation Size 2008:** Small - 7,000
- ◆ **Growth Rate:** Much faster than average - 20.5%
- ◆ **Total Openings 2003 - 2008:** 1,164

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	60%	40%
Next 24 Months	0%	60%	40%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Mailing, Reproduction, Stenographic	29.9
Commercial Printing	12.1
Advertising	11.7
Newspapers	4.8
Periodicals	3.0

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Other (word of mouth)	53%
◆ Employee Referrals	47%
◆ Internet	47%
◆ Newspaper Ads	40%
◆ Colleges/Universities	27%
◆ School, Program Referrals	7%
◆ Walk-In Applicants	7%

## WORK PATTERNS

### Hours:

- 81% reported full-time employees, averaging 40 hours weekly
- 8% reported part-time employees, averaging 20 hours weekly
- 11% reported temporary employees, averaging 24 hours weekly

### Shifts:

- 100% of responding firms offer day shifts
- 7% of responding firms offer other shifts (as needed)

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Gender Ratio:** 43% Female 57% Male

- ◆ **Turnover Rate:** 5% over the past 12 months

## CAREER LADDERS

- ◆ **38% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Production Person, Scenic Artist, Scenic Trainee, Junior Graphic Designer, Arts Graphic Designer, Production Artist
- ◆ **47% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Scenic Artist, Scenic Artist Supervisor, Senior Graphic Designer, Marketing Director, Marketing Manager, Art Director, Senior Designer
- ◆ **Important qualifications for advancement:** Experience, project history, computer software knowledge and skills, managerial skills, business knowledge, artistic abilities, leadership abilities

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$10.00 - \$25.17	\$16.78
3+ Yrs Experience With Firm	\$12.00 - \$35.00	\$23.01

7% of firms surveyed were unionized  
Additional wages ranging from \$1.44 - \$2.40 per hour, in the form of commission, were reported by 7% of responding firms.  
\*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	47%	-	40%	25%	-	-
Dental	33%	-	40%	25%	-	-
Vision	27%	-	40%	-	-	-
Life	47%	-	27%	-	-	-
Sick Leave	67%	-	7%	-	-	-
Vacation	93%	25%	-	-	-	-
Retirement	20%	-	47%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	87%	7%	7%	Length: 12 - 42 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	36%	64%	-	Length: 12 - 42 months Titles: Related computer positions, Printing/Prepress
Is training accepted in lieu of experience?	43%	57%	-	Length: 12 - 36 months
Is technical or vocational training required?	33%	47%	20%	Length: 6 - 36 Type: Graphic Design, Computer Graphics, Graphic Arts

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Design principles

### Skills/Abilities:

#### General

- ◆ Public contact
- ◆ Attention to detail
- ◆ Meeting deadlines
- ◆ Imagination and creativity
- ◆ Effective oral and written communication

#### Physical

- ◆ Manual dexterity
- ◆ Good color perception

#### Technical

- ◆ Layout and detail
- ◆ Applying sales techniques
- ◆ Lithographic camera work
- ◆ Interviewing others for information
- ◆ Freehand drawing and creating cartoons

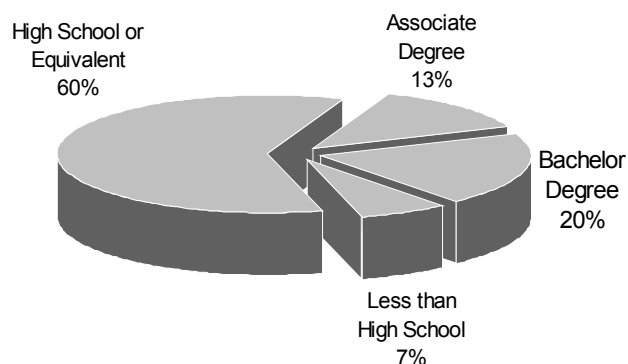
#### Computer

- ◆ Microsoft Office and Publisher
- ◆ Adobe PageMaker/Photoshop
- ◆ Computer Aided Design (CAD)
- ◆ Illustrator and Quark

### Other:

- ◆ Possession of a portfolio of work

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.

# HAZARDOUS MATERIALS REMOVAL WORKERS

Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, contaminated soil, etc. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks.

**Alternate Titles:** Diesel Equipment Operator, Field Worker, Hazardous Waste Removal Laborer/Technician/Specialist  
**Responding Firms: 16 - Representing 524 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 873
- ◆ **Occupation Size 2008:** Small - 930
- ◆ **Growth Rate:** Average - 9.4%
- ◆ **Total Openings 2003 - 2008:** 193

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	56%	38%
Next 24 Months	0%	44%	56%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Sanitary Services	39.5
Misc. Special Trade Contractors	30.7
Local Government, Exc Hosp & Educ	12.5

## RECRUITMENT

### Most successful recruitment methods used:

◆ Newspaper Ads	63%
◆ Employee Referrals	50%
◆ Other (word of mouth, VA Rep, job line recording)	50%
◆ Internet	38%
◆ In-House Promotion or Transfer	13%
◆ Private Employment Agencies	13%
◆ School, Program Referrals	13%

## WORK PATTERNS

### Hours:

- 82% reported full-time employees, averaging 40 hours weekly
- 13% reported part-time employees, averaging 23 hours weekly
- 5% reported temporary employees, averaging 30 hours weekly

### Shifts:

- 100% of responding firms offer day shifts
- 44% of responding firms offer swing shifts
- 38% of responding firms offer graveyard shifts
- 44% of responding firms offer other shift types (on-call, holidays)

- ◆ **Gender Ratio:** 12% Female 88% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 4% over the past 12 months

## CAREER LADDERS

- ◆ **44% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Equipment Washer, Apprentice, Laborer
- ◆ **94% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Truck Driver, Leadman, Supervisor, Transfer Station Equipment Operator, Staff Geologist, Operator, Hydroblast Technician, Technician I and II, Lead Technician, Project/Operations Manager
- ◆ **Important qualifications for advancement:** Industry/job knowledge, leadership abilities, organizational skills, good DMV record, class A license, experience, supervisory skills, foreman certification, equipment skills, geology knowledge



## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.75 - \$19.89	\$10.00
New Hires, With Experience	\$ 8.50 - \$20.99	\$12.50
3+ Yrs Experience With Firm	\$10.50 - \$24.69	\$15.00

19% of firms surveyed were unionized  
Additional wages ranging from \$10.50 - \$14.50 per hour, in the form of commission, were reported by 6% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	63%	-	38%	-	-	-
Dental	44%	-	38%	-	-	-
Vision	31%	-	25%	-	13%	-
Life	50%	-	13%	-	-	-
Sick Leave	81%	-	-	-	-	-
Vacation	94%	-	6%	-	-	-
Retirement	25%	-	50%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	56%	19%	25%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	77%	23%	-	Length: 6 - 12 months Titles: Truck/Trash Driver, Electrician, any construction related experience
Is training accepted in lieu of experience?	77%	23%	-	Length: 6 - 12 months
Is technical or vocational training required?	38%	44%	19%	Length: 1 - 12 Type: HAZWOPER training, OSHA/First Responder training

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Relevant laws and legal codes
- ◆ Relevant equipment, policies, procedures, and strategies to promote safety

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Record keeping
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Muscular strength and endurance

#### Technical

- ◆ Documenting information
- ◆ Following safe work practices
- ◆ Quickly and repeatedly adjusting machine controls
- ◆ Operating vehicles, mechanized devices, and equipment

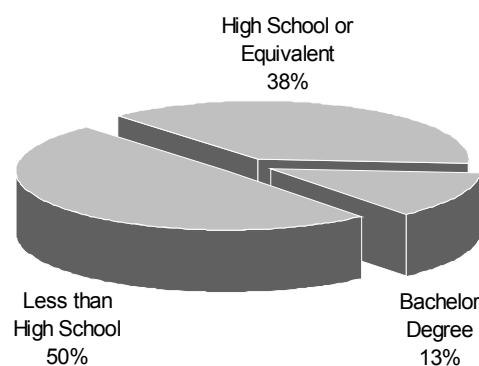
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Bilingual
- ◆ HAZWOPER Certification
- ◆ OSHA/Asbestos Certification

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to the Training Provider Directory near the back of this publication.



# HELPERS-ELECTRICIANS

Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

**Alternate Titles:** Electrician Apprentice

**Responding Firms: 16 - Representing 133 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 2,096
- ◆ **Occupation Size 2008:** Small - 2,360
- ◆ **Growth Rate:** Much faster than average - 18.6%
- ◆ **Total Openings 2003 - 2008:** 807

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	63%	38%
Next 24 Months	0%	38%	63%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Electrical Work	91.4

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Union Hall Referrals	56%
◆ Employee Referrals	44%
◆ Other (ABC Association, word of mouth)	31%
◆ Newspaper Ads	19%
◆ In-House Promotions or Transfer	13%
◆ Private Employment Agencies	6%
◆ Employment Development Department	6%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

100% of responding firms offer day shifts  
6% of responding firms offer swing shifts  
6% of responding firms offer graveyard shifts

◆ **Gender Ratio:** 2% Female 98% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

◆ **Turnover Rate:** 28% over the past 12 months

## CAREER LADDERS

- ◆ 13% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Yard Employee, Material Handyman
- ◆ 100% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Journeyman, Electrician Technician, Electrician, Supervisor, Foreman-Electrician, General Foreman, Superintendent
- ◆ **Important qualifications for advancement:** Experience, licensing, electrical skills, Electrician Apprentice training, ABC Association courses, communication skills, leadership abilities, managerial skills, IBEW/NECA program completion

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	\$ 7.00 - \$15.00	\$10.98
New Hires, With Experience	\$ 8.00 - \$16.00	\$11.50
3+ Yrs Experience With Firm	\$ 9.00 - \$20.00	\$16.50
<b>Union Wages</b>		
New Hires, No Experience	\$12.38 - \$12.40	\$12.40
New Hires, With Experience	\$12.38 - \$12.40	\$12.40
3+ Yrs Experience With Firm	\$20.15 - \$23.21	\$20.15

56% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	81%	-	6%	-	-	-
Dental	69%	-	6%	-	6%	-
Vision	63%	-	6%	-	6%	-
Life	50%	-	6%	-	-	-
Sick Leave	19%	-	44%	-	-	-
Vacation	25%	-	44%	-	13%	-
Retirement	13%	-	69%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	6%	69%	25%	Length: 1 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	80%	20%	-	Length: 1 - 6 months
Is technical or vocational training required?	44%	44%	13%	Length: 5 - 12 months Type: Algebra Courses, Electrical Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Manual dexterity
- ◆ Good color perception
- ◆ Working outdoors in all weather conditions
- ◆ Climbing and working from ladders and scaffolds
- ◆ Performing strenuous, physically demanding work

#### Technical

- ◆ Reading blueprints
- ◆ Following safe work practices

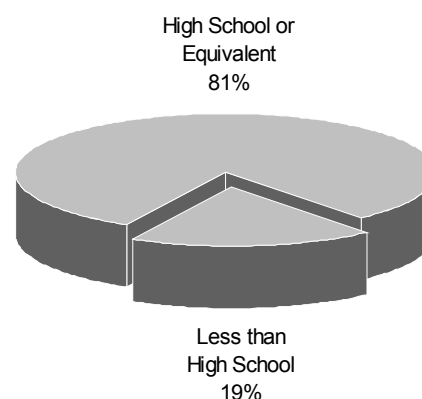
#### Computer

- ◆ N/A

### Other:

- ◆ Willingness to travel
- ◆ Willingness to work overtime and/or on-call
- ◆ Willingness to work nights, weekends, and holidays

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# INDUSTRIAL MACHINERY MECHANICS

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

**Alternate Titles:** Repairman, Mechanic, Construction Equipment Mechanic, Service Tech, Repair Tech, Shop Worker, Welder  
**Responding Firms: 16 - Representing 266 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 3,416
- ◆ **Occupation Size 2008:** Small - 3,580
- ◆ **Growth Rate:** Slower than average - 6.9%
- ◆ **Total Openings 2003 - 2008:** 629

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	63%	38%
Next 24 Months	6%	56%	38%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Miscellaneous Repair Shops	8.3
Misc. Equipment Rental & Leasing	7.7
Colleges and Universities	6.6
Management and Public Relations	4.3
Dairy Products	4.0

## RECRUITMENT

### Most successful recruitment methods used:

◆ Newspaper Ads	63%
◆ Employee Referrals	56%
◆ Other (word of mouth, website, magazines)	50%
◆ Walk-In Applicants	38%
◆ Internet	38%
◆ Private Employment Agencies	19%
◆ In-House Promotion or Transfer	13%

## WORK PATTERNS

### Hours:

100% reported full-time employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 6% of responding firms offer swing shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Gender Ratio:** 0% Female 100% Male

- ◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ **56% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Customer Service Representative, Loader, Tech Helper, Yardman, Shipping and Receiving Clerk, Appliance Technician
- ◆ **56% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Service Manager, Sales Representative, Manager, Field Vendor, Foreman, Branch Manager, Superintendent of Self Service, Machine Operator, Vice President
- ◆ **Important qualifications for advancement:** Communication skills, repair knowledge, training, troubleshooting, job knowledge, managerial skills, cooperative skills, organizational skills, mechanical knowledge, interpersonal skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.50 - \$12.00	\$10.00
New Hires, With Experience	\$ 9.00 - \$19.18	\$13.50
3+ Yrs Experience With Firm	\$11.50 - \$23.00	\$17.00

6% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	-	44%	-	-	-
Dental	19%	-	25%	-	-	-
Vision	13%	-	19%	-	-	-
Life	38%	-	13%	-	-	-
Sick Leave	56%	-	19%	-	6%	-
Vacation	75%	-	13%	-	6%	-
Retirement	38%	-	25%	-	-	-
Child Care	6%	-	-	-	-	-
Other	25%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	75%	13%	13%	<b>Length:</b> 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	69%	31%	-	<b>Length:</b> 6 - 18 months <b>Titles:</b> Heavy Construction Mechanic, Diesel Mechanic, Welder, any mechanical or machinery maintenance experience
Is training accepted in lieu of experience?	64%	36%	-	<b>Length:</b> 3 - 24 months
Is technical or vocational training required?	31%	44%	25%	<b>Length:</b> 6 - 24 months <b>Type:</b> Appliance, Mechanical, Electrical, Diesel, Welding or Repair Courses, Technical Training

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Equipment
- ◆ Electronic and smart card technology

### Skills/Abilities:

#### General

- ◆ Reading and following instructions
- ◆ Effective oral and written communication

#### Physical

- ◆ Lifting at least 100 lbs. repeatedly
- ◆ Manual dexterity and climbing ladders
- ◆ Performing strenuous, physically demanding work

#### Technical

- ◆ Welding
- ◆ Shop math
- ◆ Mechanical aptitude
- ◆ Operating power hand tools
- ◆ Operating precision measuring instruments
- ◆ Using service manuals and reading blueprints

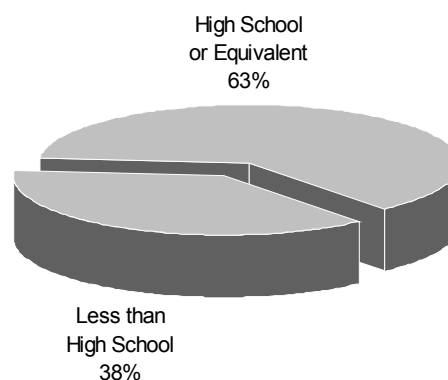
#### Computer

- ◆ Microsoft Office
- ◆ Diagnostic software programs
- ◆ Industry/company specific software

### Other:

- ◆ Ability to provide own hand tools
- ◆ Willingness to work nights, weekends, and holidays

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# INDUSTRIAL TRUCK AND TRACTOR OPERATORS

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.

**Alternate Titles:** Truck Driver, Forklift Operator, Spotter, Truck Operator, Warehouse Worker/Clerk, Equipment Operator  
**Responding Firms: 16 - Representing 91 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Large - 22,909
- ◆ **Occupation Size 2008:** Large - 24,080
- ◆ **Growth Rate:** Slower than average - 7.3%
- ◆ **Total Openings 2003 - 2008:** 2,764

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	13%
Next 24 Months	0%	94%	6%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Motion Picture Production & Services	18.8
Water Transportation Services	13.5
Public Warehousing and Storage	6.0
Trucking & Courier Services, Ex Air	5.5
Personnel Supply Services	4.9

## RECRUITMENT

### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	81%
◆ Internet	63%
◆ Private Employment Agencies	50%
◆ Employee Referrals	25%
◆ Newspaper Ads	19%
◆ Trade Journals	13%
◆ Employment Development Department	6%

## WORK PATTERNS

### Hours:

- 90% reported full-time employees, averaging 40 hours weekly
- 1% reported part-time employees, averaging 30 hours weekly
- 9% reported temporary employees, averaging 40 hours weekly

### Shifts:

- 100% of responding firms offer day shifts
- 19% of responding firms offer swing shifts
- 6% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 0% Female 100% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 13% over the past 12 months

## CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Warehouse, Stocker
- ◆ **44% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Store Supervisor, Warehouse Operations Supervisor, Storekeeper III, Senior Storekeeper, Water District Operator, Maintenance Worker
- ◆ **Important qualifications for advancement:** Managerial skills, organizational skills, leadership abilities, coordinating abilities, good job performance, supervising operations, water operation certification, motivating employees

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 9.00 - \$20.33	\$10.75
New Hires, With Experience	\$ 9.25 - \$20.33	\$15.20
3+ Yrs Experience With Firm	\$10.75 - \$28.80	\$18.37

19% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	57%	-	43%	-	-	-
Dental	64%	-	36%	-	-	-
Vision	57%	-	36%	-	-	-
Life	86%	-	7%	-	-	-
Sick Leave	93%	-	7%	-	-	-
Vacation	93%	-	7%	-	-	-
Retirement	71%	-	29%	50%	-	-
Child Care	-	-	-	-	7%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	69%	6%	25%	Length: 3 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	64%	36%	-	Length: 3 - 24 months Titles: Tractor/Trailer Driver, any warehouse or construction related experience
Is training accepted in lieu of experience?	13%	87%	-	Length: 4 - 6 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Good eye-hand coordination
- ◆ Kneeling and lifting at least 50 lbs. repeatedly
- ◆ Ability to pass a pre-employment medical examination

#### Technical

- ◆ Inventory tracking
- ◆ Reading blueprints
- ◆ Mechanical aptitude
- ◆ Operating 10-key calculators
- ◆ Automotive maintenance and minor repair

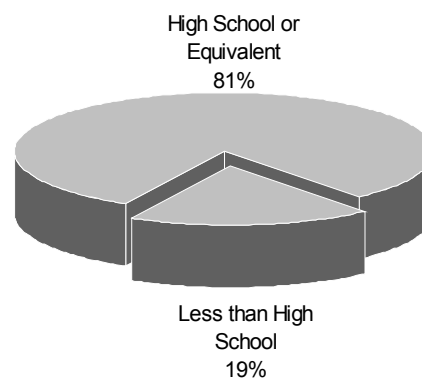
#### Computer

- ◆ Microsoft Office
- ◆ Latex packaging software

### Other:

- ◆ Possession of a valid driver's license
- ◆ Possession of a fork lift driver's certificate
- ◆ Possession of a good DMV driving record

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MESSAGE THERAPISTS

Massage customers for hygienic or remedial purposes.

**Alternate Titles:** Massage Technician

**Responding Firms:** 10 - Representing 63 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 643
- ◆ **Occupation Size 2008:** Small - 700
- ◆ **Growth Rate:** Faster than average - 12.9%
- ◆ **Total Openings 2003 - 2008:** 136

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	60%	40%
Next 24 Months	0%	0%	100%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Miscellaneous Personal Services	43.5
Beauty Shops	20.9
Misc. Amusement, Recreation Service	16.2

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	80%
◆ Employee Referrals	70%
◆ Internet	40%
◆ Other (word of mouth, window sign, owner referrals)	40%
◆ School, Program Referrals	30%
◆ Walk-In Applicants	20%
◆ Trade Journals	10%

## WORK PATTERNS

### Hours:

32% reported full-time employees, averaging 38 hours weekly  
68% reported part-time employees, averaging 19 hours weekly

### Shifts:

100% of responding firms offer day shifts  
30% of responding firms offer swing shifts  
10% of responding firms offer graveyard shifts  
50% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 70% Female 30% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 24% over the past 12 months

## CAREER LADDERS

- ◆ 13% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Receptionist, Massage Trainee
- ◆ 20% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Supervisor, Assistant Manager, Manager, Massage Director
- ◆ **Important qualifications for advancement:** Professionalism, client/company dedication, interpersonal skills, experience, managerial skills



## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.88 - \$35.21	\$18.22
New Hires, With Experience	\$ 7.50 - \$35.21	\$20.59
3+ Yrs Experience With Firm	\$12.50 - \$35.21	\$25.00
0% of firms surveyed were unionized Additional wages ranging from \$ .41 - \$15.00 per hour, in the form of tips, bonuses or commission, were reported by 100% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	-	-	50%	-	-	-
Dental	-	-	50%	-	-	-
Vision	-	-	25%	-	-	-
Life	-	-	25%	-	-	-
Sick Leave	-	-	50%	-	-	-
Vacation	-	-	50%	-	-	-
Retirement	-	-	25%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	40%	10%	50%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	22%	78%	-	Length: 4 - 12 months Titles: Nutritionist, Esthetician, any skin care related experience
Is training accepted in lieu of experience?	44%	56%	-	Length: 3 - 6 months
Is technical or vocational training required?	60%	30%	10%	Length: 4 - 12 months Type: Massage Trade School, Massage Therapy, Certification and Licensing

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Cash register systems

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Interpersonal
- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Tolerating heat and humidity
- ◆ Standing for long periods of time

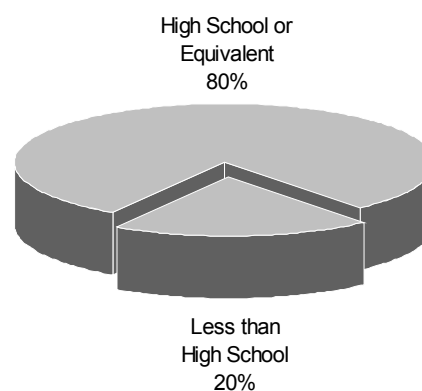
#### Technical

- ◆ Performing Swedish massage
- ◆ Performing deep tissue massage
- ◆ Applying massage techniques for sports injuries
- ◆ Applying massage techniques for pregnant women

#### Computer

- ◆ Microsoft Word

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEAT, POULTRY, AND FISH CUTTERS AND TRIMMERS

Use hand tools to perform routine cutting and trimming of meat, poultry, and fish.

**Alternate Titles:** Utility Worker, Butcher, Meat Boner, Trimmer, Packer, Wrapper, General Laborer, Meat Clerk, Fish Clerk  
**Responding Firms: 17 - Representing 1,006 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,349
- ◆ **Occupation Size 2008:** Small - 4,670
- ◆ **Growth Rate:** Faster than average - 10.7%
- ◆ **Total Openings 2003 - 2008:** 864

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	12%	76%	12%
Next 24 Months	0%	82%	18%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Groceries and Related Products	31.0
Grocery Stores	28.6
Meat Products	21.4

## RECRUITMENT

### Most successful recruitment methods used:

◆ Walk-In Applicants	76%
◆ Employee Referrals	53%
◆ In-House Promotion or Transfer	47%
◆ Newspaper Ads	41%
◆ Employment Development Department	29%
◆ Private Employment Agencies	18%
◆ Internet	18%

## WORK PATTERNS

### Hours:

86% reported full-time employees, averaging 41 hours weekly  
 14% reported part-time employees, averaging 27 hours weekly

### Shifts:

94% of responding firms offer day shifts  
 41% of responding firms offer swing shifts  
 6% of responding firms offer graveyard shifts  
 6% of responding firms offer other shift types

- ◆ **Gender Ratio:** 14% Female 86% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 17% over the past 12 months

## CAREER LADDERS

- ◆ **60% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Loader, Warehouse Processor, General Floor Helper, Janitor, Packer
- ◆ **59% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Warehouse Worker, Supervisor, Chief Specialist, Buyer Manager, Production Lead, Manager, Lead Position, Stocker, Assistant Meat Manager, Meat Manager
- ◆ **Important qualifications for advancement:** Leadership abilities, experience, computer skills, job knowledge, oral and written communication skills, dependable, decision making skills, managerial skills, good math skills, technical skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 7.98	\$ 7.13
New Hires, With Experience	\$ 7.00 - \$10.00	\$ 8.00
3+ Yrs Experience With Firm	\$ 7.00 - \$12.50	\$ 9.98

6% of firms surveyed were unionized  
Additional wages averaging \$ .07 per hour, in the form of bonuses, were reported by 6% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	41%	33%	35%	67%	-	-
Dental	24%	-	18%	33%	6%	33%
Vision	12%	-	12%	33%	6%	33%
Life	41%	33%	6%	33%	-	-
Sick Leave	35%	-	-	-	-	-
Vacation	71%	33%	6%	-	-	-
Retirement	24%	33%	6%	-	6%	-
Child Care	12%	-	-	-	-	-
Other	20%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	18%	53%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	21%	79%	-	Length: 6 - 24 months Titles: Meat Counter, Grocery Stocker, any light industrial or food handling experience
Is training accepted in lieu of experience?	36%	64%	-	Length: 3 - 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Boning processes
- ◆ Butchering methods
- ◆ Meat processing methods
- ◆ Sanitary work environments

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Working rapidly
- ◆ Oral and written communication
- ◆ Performing routine, repetitive work
- ◆ Reading and following instructions

#### Physical

- ◆ Lifting at least 40 lbs. repeatedly
- ◆ Possession of good color perception
- ◆ Standing continuously for 2 or more hours

#### Technical

- ◆ Knife handling
- ◆ Sorting and grading
- ◆ Operating hand and power tools

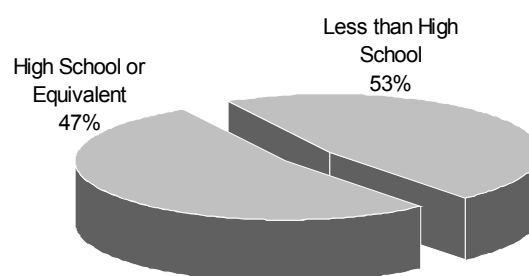
#### Computer

- ◆ N/A

### Other:

- ◆ Willingness to slaughter an animal
- ◆ Willingness to work nights, weekends, and holidays

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEDICAL AND CLINICAL LABORATORY TECHNICIANS

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

**Alternate Titles:** Laboratory Assistant, MA/Cardiac Technician, Clinical Laboratory Scientist (CLS)

**Responding Firms: 7 - Representing 4,551 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,110
- ◆ **Occupation Size 2008:** Small - 4,360
- ◆ **Growth Rate:** Average - 8.7%
- ◆ **Total Openings 2003 - 2008:** 736

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	71%	29%
Next 24 Months	0%	86%	14%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Medical and Dental Laboratories	29.6
Offices of Physicians	24.6
Hospitals	24.2

## RECRUITMENT

### Most successful recruitment methods used:

◆ Employee Referrals	57%
◆ Newspaper Ads	57%
◆ In-House Promotion or Transfer	29%
◆ School, Program Referrals	29%
◆ Walk-In Applicants	29%
◆ Internet	14%
◆ Colleges/Universities	14%

## WORK PATTERNS

### Hours:

80% reported full-time employees, averaging 40 hours weekly  
20% reported part-time employees, averaging 23 hours weekly

### Shifts:

100% of responding firms offer day shifts  
43% of responding firms offer swing shifts  
29% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 50% Female 150% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 1% over the past 12 months

## CAREER LADDERS

- ◆ 17% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Medical Assistant
- ◆ 29% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Lab Manager, Laboratory Assistant II
- ◆ **Important qualifications for advancement:** Technical skills, experience, knowledge of safety procedures, preparing and sorting specimens

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$ 9.00 - \$15.00	\$11.25
3+ Yrs Experience With Firm	\$11.00 - \$28.50	\$16.56

14% of firms surveyed were unionized  
Additional wages ranging from \$ .05 - \$ .24 per hour, in the form of bonuses, were reported by 14% of responding firms.  
\*New Hires, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	67%	33%	33%	17%	-	-
Dental	67%	33%	33%	17%	-	-
Vision	50%	17%	17%	17%	-	-
Life	83%	17%	17%	17%	-	17%
Sick Leave	67%	33%	17%	17%	17%	-
Vacation	67%	33%	17%	17%	17%	-
Retirement	67%	33%	17%	17%	17%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	86%	-	14%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	43%	57%	-	Length: 12 months Titles: Medical Assistant, Clinical Lab experience
Is training accepted in lieu of experience?	14%	86%	-	Length: 12 months
Is technical or vocational training required?	57%	43%	-	Length: 3 - 24 months Type: Laboratory Management, MLD/CLS Licensing, X-Ray Technology, Medical Assistant Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Medical terminology

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Writing legibly
- ◆ Record keeping
- ◆ Attention to detail
- ◆ Effective oral communication
- ◆ Reading and following instructions
- ◆ Concentrating for long periods of time

#### Physical

- ◆ Good vision
- ◆ Manual dexterity
- ◆ Good color perception
- ◆ Sitting continuously for 2 or more hours

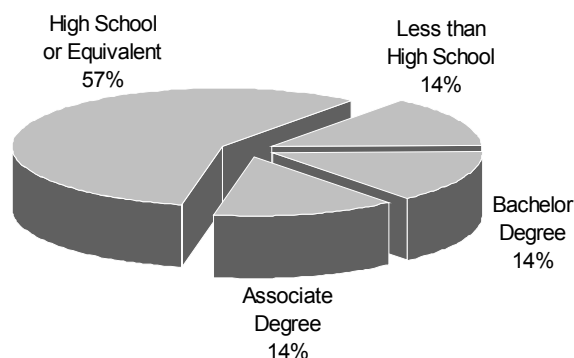
#### Technical

- ◆ Blood drawing
- ◆ Applying sterilization techniques
- ◆ Operating precision laboratory equipment

#### Computer

- ◆ Microsoft Office
- ◆ WordPerfect
- ◆ Med Manager
- ◆ Trio-Lab

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

**Alternate Titles:** Clinical Laboratory Scientist (CLS), Echo Technician, Lab Assistant, Nuclear Medicine Certified Technologist  
**Responding Firms: 16 - Representing 481 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,774
- ◆ **Occupation Size 2008:** Small - 5,110
- ◆ **Growth Rate:** Average - 10.1%
- ◆ **Total Openings 2003 - 2008:** 900

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	13%	56%	31%
Next 24 Months	0%	56%	44%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Hospitals	31.6
Medical and Dental Laboratories	25.3
Offices of Physicians	23.4

## RECRUITMENT

### Most successful recruitment methods used:

◆ In-House Promotion or Transfer	63%
◆ Employee Referrals	50%
◆ Newspaper Ads	44%
◆ Colleges/Universities	44%
◆ School, Program Referrals	38%
◆ Internet	25%
◆ Walk-In Applicants	19%

## WORK PATTERNS

### Hours:

86% reported full-time employees, averaging 40 hours weekly  
 12% reported part-time employees, averaging 20 hours weekly  
 2% reported temporary employees, averaging 13 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 50% of responding firms offer swing shifts  
 38% of responding firms offer graveyard shifts  
 13% of responding firms offer other shift types (on-call, evenings)

- ◆ **Gender Ratio:** 64% Female 36% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 12% over the past 12 months

## CAREER LADDERS

- ◆ **6% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Trainee
- ◆ **69% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead, CLS II and III, Lead Lab Assistant, Supervisor, Laboratory Manager, Director of Laboratory, Technical Supervisor, Area Manager, Lead Technologist
- ◆ **Important qualifications for advancement:** Education, tenure, experience, job performance, phlebotomy skills, explaining procedures to patients, technical skills, supervisory/leadership abilities, interpersonal skills, computer skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$19.00 - \$27.00	\$23.27
New Hires, With Experience	\$14.38 - \$27.00	\$22.50
3+ Yrs Experience With Firm	\$21.58 - \$40.00	\$27.35
13% of firms surveyed were unionized Additional wages ranging from \$ .05 - \$3.41 per hour, in the form of bonuses, were reported by 13% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	38%	9%	44%	45%	-	-
Dental	19%	9%	31%	27%	-	-
Vision	13%	-	25%	27%	-	-
Life	25%	18%	25%	27%	6%	9%
Sick Leave	88%	36%	13%	27%	-	-
Vacation	94%	55%	-	9%	-	-
Retirement	31%	9%	44%	45%	-	-
Child Care	6%	-	-	-	-	-
Other	7%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	63%	13%	25%	Length: 2 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	7%	93%	-	Length: 12 months Titles: Radiology
Is training accepted in lieu of experience?	14%	86%	-	Length: 12 months
Is technical or vocational training required?	56%	44%	-	Length: 6 - 36 months Type: Laboratory Tech Licensing, Phlebotomist Certification, CLS, MTA Certification, Radiology, Masters Degree

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Chemistry and medical terminology

### Skills/Abilities:

#### General

- ◆ Record keeping
- ◆ Attention to detail
- ◆ Working under pressure
- ◆ Following oral instructions
- ◆ Concentrating for long periods of time
- ◆ Effective oral and written communication

#### Physical

- ◆ Good vision and manual dexterity
- ◆ Possession of good color perception
- ◆ Sitting continuously for 2 or more hours

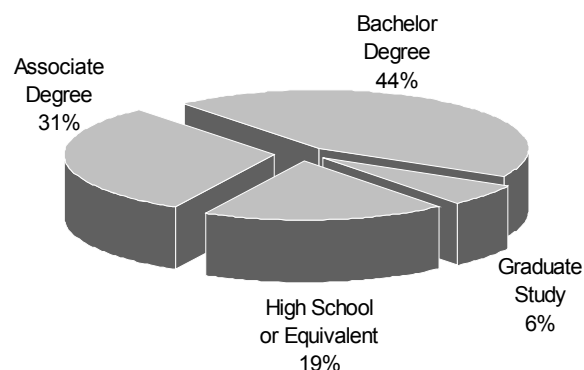
#### Technical

- ◆ Blood drawing
- ◆ Applying sterilization techniques
- ◆ Following laboratory procedures
- ◆ Operating precision laboratory equipment
- ◆ Performing advanced mathematical computations

#### Computer

- ◆ Microsoft Office
- ◆ Trio-Lab
- ◆ Auto Quant
- ◆ QCS and CIS

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.



# MEDICAL APPLIANCE TECHNICIANS

Construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, arch supports, and other surgical and medical appliances.

**Alternate Titles:** Bio-Medical Technician, Orthotist, Prosthetist

**Responding Firms: 6 - Representing 18 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 596
- ◆ **Occupation Size 2008:** Small - 660
- ◆ **Growth Rate:** Much faster than average - 15.8%
- ◆ **Total Openings 2003 - 2008:** 150

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	83%	17%
Next 24 Months	0%	83%	17%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Medical Instruments and Supplies	98.0

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	67%
◆ Employee Referrals	50%
◆ Colleges/Universities	50%
◆ Internet	33%
◆ In-House Promotion or Transfer	17%
◆ School, Program Referrals	17%
◆ Walk-In Applicants	17%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

◆ **Gender Ratio:** 71% Female 83% Male

◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ 33% of responding firms promote employees to this occupation from lower level positions.
- ◆ **Job titles leading to opportunities in this occupation may include:** Bio-Medical Intern, General Technician
- ◆ 33% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Supervisory Orthotist, Manager
- ◆ **Important qualifications for advancement:** N/A

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$11.00 - \$20.05	\$16.78
3+ Yrs Experience With Firm	\$18.00 - \$24.50	\$22.68

0% of firms surveyed were unionized  
 \*New Hires, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	67%	-	33%	-	-	-
Dental	17%	-	17%	-	-	-
Vision	50%	-	17%	-	-	-
Life	50%	-	-	-	17%	-
Sick Leave	83%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	50%	-	17%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	83%	-	17%	Length: 4 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	33%	67%	-	Length: 6 - 12 month Type: Orthotic Tech, Prosthetic

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Medical terminology
- ◆ Properties of plastics

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

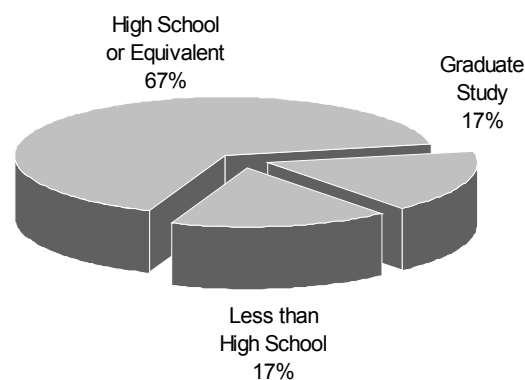
#### Technical

- ◆ Welding
- ◆ Using precision tools
- ◆ Operating precision measuring instruments

#### Computer

- ◆ N/A

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEDICAL ASSISTANTS

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Alternate Titles:** Medical Records Clerk, Health Assistant II, Community Health Worker

**Responding Firms: 20 - Representing 428 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Large - 14,036
- ◆ **Occupation Size 2008:** Large - 15,950
- ◆ **Growth Rate:** Much faster than average - 20.2%
- ◆ **Total Openings 2003 - 2008:** 3,843

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	55%	40%
Next 24 Months	0%	85%	15%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Offices of Physicians	66.4
Hospitals	12.5

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	70%
◆ Newspaper Ads	50%
◆ School, Program Referrals	50%
◆ Walk-In Applicants	35%
◆ Internet	35%
◆ In-House Promotion or Transfer	15%
◆ Colleges/Universities	15%

## WORK PATTERNS

### Hours:

78% reported full-time employees, averaging 40 hours weekly  
 13% reported part-time employees, averaging 23 hours weekly  
 10% reported temporary employees, averaging 14 hours weekly

### Shifts:

95% of responding firms offer day shifts  
 15% of responding firms offer other shift types (8AM-12PM, evenings)

- ◆ **Gender Ratio:** 82% Female 18% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 16% over the past 12 months

## CAREER LADDERS

- ◆ **20% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Secretary, Receptionist, Clerk
- ◆ **55% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Licensed Vocational Nurse (LVN), Utilization Coordinator, Registered Nurse (RN), Assistant Office Manager, Office Manager, Health Medical Assistant II and III, Authorizations Staff, Clinic Manager
- ◆ **Important qualifications for advancement:** Licensing, referral skills, leadership abilities, customer service skills, health training, organizational skills, supervisory skills, multitasking, efficiency, job/equipment/insurance knowledge

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.88 - \$10.57	\$ 9.00
New Hires, With Experience	\$ 7.50 - \$13.00	\$10.25
3+ Yrs Experience With Firm	\$ 8.70 - \$15.00	\$11.50

5% of firms surveyed were unionized  
Additional wages ranging from \$ .05 - \$1.44 per hour, in the form of bonuses or other benefits, were reported by 10% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	68%	30%	32%	40%	-	-
Dental	58%	30%	37%	40%	5%	-
Vision	47%	20%	32%	40%	-	-
Life	79%	60%	11%	-	5%	-
Sick Leave	84%	70%	-	-	-	-
Vacation	100%	80%	-	-	-	-
Retirement	47%	30%	21%	30%	11%	10%
Child Care	-	-	-	-	16%	10%
Other	9%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	45%	15%	40%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	47%	53%	-	Length: 6 - 12 months Titles: Certified Nurse Assistant, LVN, RN, Secretary, Receptionist, Customer Service Rep, Retail Worker, Clerk, Phlebotomist
Is training accepted in lieu of experience?	53%	47%	-	Length: 3 - 12 months
Is technical or vocational training required?	55%	30%	15%	Length: 6 - 24 months Type: Medical Courses, Medical Assistant Certification

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Inventory techniques and medical terminology

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Telephone answering
- ◆ Handling crisis situations
- ◆ Oral and written communication
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

#### Technical

- ◆ Typing at least 45 wpm
- ◆ Following billing procedures
- ◆ Applying sterilization techniques
- ◆ Transcribing medical records and reports
- ◆ Blood drawing and administering injections
- ◆ Administering an electrocardiograph (EKG) test
- ◆ Completing and explaining medical insurance forms

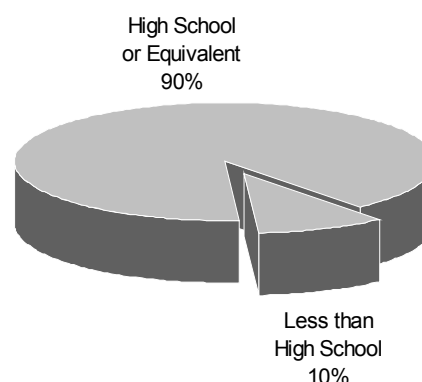
#### Computer

- ◆ Microsoft Office
- ◆ Med Manager and Mega West
- ◆ Hospital specific software

### Other:

- ◆ Possession of a Medical Assistant Certificate

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

**Alternate Titles:** Medical Records Clerk, Health Information Services Clerk, Health Information Management Clerk

**Responding Firms:** 17- Representing 193 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 4,211
- ◆ **Occupation Size 2008:** Small - 4,840
- ◆ **Growth Rate:** Much faster than average - 22.2%
- ◆ **Total Openings 2003 - 2008:** 1,114

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Next 24 Months	0%	82%	18%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Offices of Physicians	38.3
Hospitals	30.4
Nursing and Personal Care Facilities	14.4

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	71%
◆ Newspaper Ads	47%
◆ Internet	47%
◆ In-House Promotion or Transfer	29%
◆ School, Program Referrals	29%
◆ Colleges/Universities	29%
◆ Walk-In Applicants	24%

## WORK PATTERNS

### Hours:

- 81% reported full-time employees, averaging 40 hours weekly
- 14% reported part-time employees, averaging 25 hours weekly
- 5% reported temporary employees, averaging 21 hours weekly

### Shifts:

- 100% of responding firms offer day shifts
- 29% of responding firms offer swing shifts
- 12% of responding firms offer other shift types (6AM - 8:30PM, 2:30PM-11PM)

- ◆ **Gender Ratio:** 58% Female 42% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 15% over the past 12 months

## CAREER LADDERS

- ◆ **29% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Clerk, Clerical Assistant, Certified Nurse Assistant
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Customer Service Coordinator, Supervisor, Lead, Medical Records Clerk II, Manager, Health Information Analyst, Health Information Management Supervisor, Health Information Management Director
- ◆ **Important qualifications for advancement:** Experience, continued education, practical management systems

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.57 - \$12.00	\$ 9.51
New Hires, With Experience	\$ 8.00 - \$12.50	\$10.00
3+ Yrs Experience With Firm	\$ 9.90 - \$16.00	\$12.50
12% of firms surveyed were unionized Additional wages ranging from \$ .05 - \$ .24 per hour, in the form of bonuses, were reported by 7% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	47%	33%	53%	17%	-	-
Dental	35%	33%	65%	17%	-	-
Vision	24%	17%	53%	17%	-	-
Life	53%	33%	41%	17%	-	-
Sick Leave	65%	33%	35%	17%	-	-
Vacation	65%	33%	35%	17%	-	-
Retirement	35%	33%	41%	17%	6%	-
Child Care	6%	-	12%	-	-	-
Other	33%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	18%	53%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 6 - 12 months Titles: Senior Clerk, File Clerk, Administrative Staff, general clinical experience
Is training accepted in lieu of experience?	50%	50%	-	Length: 6 - 12 months
Is technical or vocational training required?	18%	76%	6%	Length: 6 - 24 months Type: Medical Technology, On-The-Job Training, AA Degree, Masters Degree

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ DRGs
- ◆ Anatomy and physiology
- ◆ Medicare rules and regulations
- ◆ ICD-9-CM, CPT-4 and medical coding
- ◆ Medical terminology and disease processes

### Skills/Abilities:

#### General

- ◆ Analytical
- ◆ Record keeping
- ◆ Customer service
- ◆ Effective oral and written communication

#### Physical

- ◆ N/A

#### Technical

- ◆ Alphabetic and numeric filing
- ◆ Touch typing at least 45 wpm
- ◆ Transcribing medical records and reports
- ◆ Applying JCAH and Title 22 rules and regulations

#### Computer

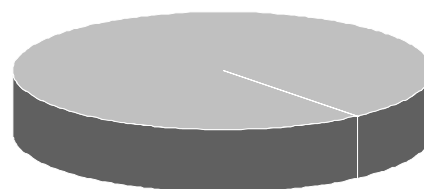
- ◆ Microsoft Office
- ◆ Medical Manager

### Other:

- ◆ Possession of a Coding certificate
- ◆ Accredited Record Technician (ART) eligibility

## EDUCATION

High School or  
Equivalent  
100%



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# MEETING AND CONVENTION PLANNERS

Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.

**Alternate Titles:** Campus Youth Specialist, Public Program Office Coordinator, Special Events Coordinator, Social Event Coordinator, Activities Director, Conference Manager, Event Planner

**Responding Firms: 16 - Representing 35 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 1,106
- ◆ **Occupation Size 2008:** Small - 1,220
- ◆ **Growth Rate:** Much faster than average - 15.1%
- ◆ **Total Openings 2003 - 2008:** 221

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Next 24 Months	0%	69%	31%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Accounting, Auditing, & Bookkeeping	18.6
Hotels and Motels	13.6
Social Services, NEC	6.8
Business Associations	6.8
Civic and Social Associations	5.0

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	69%
◆ In-House Promotion or Transfer	56%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	50%
◆ Internet	44%
◆ Employment Development Department	6%
◆ Trade Journals	6%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 41 hours weekly

**Shifts:**

100% of responding firms offer day shifts  
 19% of responding firms offer swing shifts  
 19% of responding firms offer graveyard shifts  
 6% of responding firms offer other shift types (evenings, weekends)

- ◆ **Gender Ratio:** 71% Female 29% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 23% over the past 12 months

## CAREER LADDERS

- ◆ **65% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Administrative Assistant, Catering Manager, Sales Assistant, Assistant, Hotel Housekeeper, Front Desk Clerk
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Special Events Manager, Sales Representative, Sales Coordinator, Manager, Director, Executive Sales Clerk, Associate Director of Conferences, Director of Conferences
- ◆ **Important qualifications for advancement:** Education, supervisory experience, interpersonal skills, organizational skills, good work ethic, customer service skills, fiscal/budget knowledge, training skills, event planning



## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$ 6.75 - \$16.78	\$12.11
3+ Yrs Experience With Firm	\$ 7.00 - \$25.00	\$16.03

6% of firms surveyed were unionized  
 Additional wages ranging from \$ .07 - \$5.11 per hour, in the form of bonuses or commission, were reported by 19% of responding firms.  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	50%	-	25%	-	-	-
Dental	19%	-	25%	-	6%	-
Vision	19%	-	25%	-	6%	-
Life	38%	-	13%	-	6%	-
Sick Leave	50%	-	6%	-	6%	-
Vacation	63%	-	6%	-	6%	-
Retirement	19%	-	25%	-	6%	-
Child Care	-	-	-	-	6%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	88%	6%	6%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	73%	27%	-	Length: 6 - 48 months Titles: Administrative Assistant, Sales Rep, Customer Service Rep, Event Coordinator, any hotel or catering experience
Is training accepted in lieu of experience?	60%	40%	-	Length: 3 - 24 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

◆ N/A

### Skills/Abilities:

#### General

- ◆ Interpersonal
- ◆ Problem solving
- ◆ Attention to detail
- ◆ Imagination and creativity
- ◆ Managing multiple priorities
- ◆ Basic math and bookkeeping
- ◆ Effective oral and written communication

#### Physical

- ◆ Walking and standing for prolonged periods of time

#### Technical

- ◆ Budgeting
- ◆ Public speaking
- ◆ Applying sales techniques
- ◆ Planning and organizing the work of others
- ◆ Arranging travel schedules and reservations

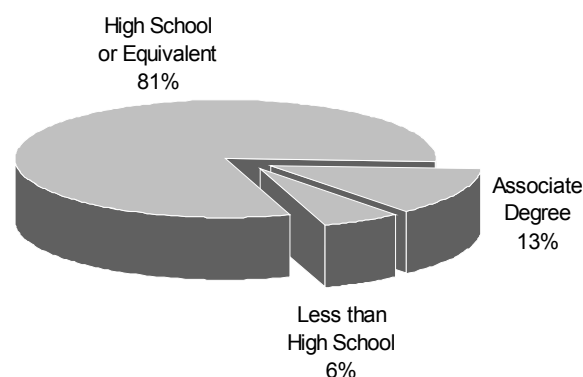
#### Computer

- ◆ Microsoft Office and Publisher
- ◆ Outlook, Delphi, Internet and reservation software

#### Other:

- ◆ Willingness to travel
- ◆ Certified Meeting Professional (CMP) Certificate

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# OPERATING ENGINEERS AND OTHER CONSTRUCTION EQUIPMENT OPERATORS

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties.

**Alternate Titles:** Heavy Equipment Operator, Crane Operator, Equipment Operator, Operating Engineer  
**Responding Firms: 16 - Representing 283 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 3,111
- ◆ **Occupation Size 2008:** Small - 3,340
- ◆ **Growth Rate:** Faster than average - 10.6%
- ◆ **Total Openings 2003 - 2008:** 571

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	13%	69%	19%
Next 24 Months	0%	81%	19%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Heavy Construction, Except Highway	36.4
Misc. Special Trade Contractors	17.1
Local Government, Exc Hosp & Educ	9.7
Highway and Street Construction	8.5
Concrete Work	5.0

## RECRUITMENT

### Most successful recruitment methods used:

◆ Employee Referrals	56%
◆ Union Hall Referrals	50%
◆ Newspaper Ads	38%
◆ In-House Promotion or Transfer	31%
◆ Walk-In Applicants	19%
◆ Internet	19%
◆ Employment Development Department	13%

## WORK PATTERNS

### Hours:

98% reported full-time employees, averaging 40 hours weekly  
 1% reported part-time employees, averaging 35 hours weekly  
 1% reported temporary employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 13% of responding firms offer swing shifts  
 13% of responding firms offer graveyard shifts  
 13% of responding firms offer other shifts (varies per job/location)

- ◆ **Gender Ratio:** 1% Female 99% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 20% over the past 12 months

## CAREER LADDERS

- ◆ **38% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Carpenter, Construction Worker, Laborer, Helper, Light Equipment Operator, Driver,
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Lead Foreman, Forklift Operator, Assistant Engineer, Street Crew Leader, Job Superintendent, Supervisor, Lead Supervisor
- ◆ **Important qualifications for advancement:** Leadership abilities, job knowledge, job performance, awareness of OSHA regulations, record keeping, ambition, experience, equipment and equipment safety knowledge, organizational skills

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$14.00 - \$28.66	\$15.24
3+ Yrs Experience With Firm	\$15.50 - \$28.66	\$18.50
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$13.93 - \$38.84	\$18.00
3+ Yrs Experience With Firm	\$15.00 - \$38.84	\$30.27
63% of firms surveyed were unionized		
*New Hire, No Experience wage data is not provided when less than three employers responded to this question.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	44%	-	38%	-	-	-
Dental	44%	-	38%	-	-	-
Vision	38%	-	38%	-	-	-
Life	38%	-	13%	-	13%	-
Sick Leave	38%	-	31%	-	-	-
Vacation	56%	-	13%	-	-	-
Retirement	19%	-	31%	-	-	-
Child Care	-	-	-	-	6%	-
Other	-	-	8%	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	75%	19%	6%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	38%	62%	-	Length: 12 - 24 months Titles: Construction, Maintenance, Equipment Repair, Journeyman, Industrial Mechanic, related supervisory experience
Is training accepted in lieu of experience?	15%	85%	-	Length: 12 months
Is technical or vocational training required?	31%	56%	13%	Length: 1 - 24 months Type: Equip. Operation, Safety, Engineering, Operating Engineer Apprenticeship Program, any industry related training

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Basic construction

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Following oral and written instructions

#### Physical

- ◆ Lifting at least 50 lbs. repeatedly

#### Technical

- ◆ Reading blueprints
- ◆ Mechanical aptitude
- ◆ Reading working drawings
- ◆ Automotive maintenance and minor repair
- ◆ Following safe equipment operating practices

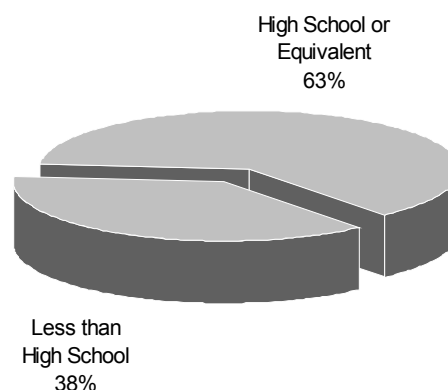
#### Computer

- ◆ Microsoft Word

### Other:

- ◆ Possession of a good DMV driving record
- ◆ Certified for special construction equipment
- ◆ Ability to pass a pre-employment medical examination

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# ORDER CLERKS

Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.

**Alternate Titles:** Customer Service Representative, Receiving Clerk, Order Desk Clerk, Office Assistant

**Responding Firms: 16 - Representing 171 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Large - 17,059
- ◆ **Occupation Size 2008:** Large - 15,230
- ◆ **Growth Rate:** Slow decline - (-14.4%)
- ◆ **Total Openings 2003 - 2008:** -100

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	94%	0%
Next 24 Months	0%	63%	38%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Miscellaneous Nondurable Goods	10.5
Air Transportation, Scheduled	7.9
Groceries and Related Products	7.6
Machinery, Equipment, and Supplies	6.3
Miscellaneous Business Services	4.2

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	88%
◆ Newspaper Ads	88%
◆ In-House Promotion or Transfer	31%
◆ Internet	31%
◆ Employment Development Department	13%
◆ Walk-In Applicants	13%
◆ Colleges/Universities	13%

## WORK PATTERNS

### Hours:

84% reported full-time employees, averaging 40 hours weekly  
 1% reported part-time employees, averaging 30 hours weekly  
 15% reported seasonal employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 54% Female 46% Male

- ◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ **19% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Shipping and Receiving Clerk, Warehouse Worker, Receptionist
- ◆ **38% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Content Writer, Cook, Manager, Sales Representative, Warehouse Manager, Office Manager
- ◆ **Important qualifications for advancement:** Leadership abilities, communication skills, professional writing skills, customer service skills, job performance, interpersonal skills, organizational skills, department/product knowledge

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.00 - \$12.47	\$ 9.00
New Hires, With Experience	\$ 6.75 - \$17.50	\$10.25
3+ Yrs Experience With Firm	\$10.00 - \$25.00	\$13.50

0% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	44%	-	-	-
Dental	25%	-	25%	-	-	-
Vision	25%	-	13%	-	-	-
Life	25%	-	6%	-	-	-
Sick Leave	44%	-	19%	-	-	-
Vacation	56%	-	13%	-	-	-
Retirement	19%	-	13%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	44%	31%	25%	Length: 6 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	45%	55%	-	Length: 3 - 48 months Titles: Customer Service Representative, Shipping, Accounting, any administrative experience
Is training accepted in lieu of experience?	55%	45%	-	Length: 3 - 12 months
Is technical or vocational training required?	-	94%	6%	Length: 6 months Type: Computer Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ♦ Inventory techniques

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Effective writing
- ♦ Customer service
- ♦ Oral communication
- ♦ Setting work priorities
- ♦ Telephone answering
- ♦ Reading and following instructions

#### Physical

- ♦ Sitting continuously for 2 or more hours

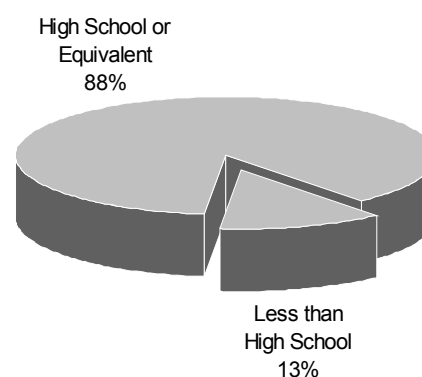
#### Technical

- ♦ Typing at least 45 wpm
- ♦ Alphabetic and numeric filing skills
- ♦ Processing orders for products or services
- ♦ Accurately recording and reporting information

#### Computer

- ♦ Microsoft Office
- ♦ AS 400
- ♦ SBT

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# PHYSICIAN ASSISTANTS

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

**Alternate Titles:** Pediatric Nurse Practitioner

**Responding Firms:** 10 - Representing 48 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 1,283
- ◆ **Occupation Size 2008:** Small - 1,440
- ◆ **Growth Rate:** Much faster than average - 18%
- ◆ **Total Openings 2003 - 2008:** 300

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	10%	70%	20%
Next 24 Months	0%	70%	30%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Offices of Physicians	21.6
Hospitals	20.1
Offices of Other Health Practitioners	12.8

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	40%
◆ Internet	40%
◆ Colleges/Universities	40%
◆ In-House Promotion or Transfer	20%
◆ Employee Referrals	20%
◆ School, Program Referrals	20%
◆ Walk-In Applicants	20%

## WORK PATTERNS

### Hours:

88% reported full-time employees, averaging 40 hours weekly  
13% reported part-time employees, averaging 18 hours weekly

### Shifts:

100% of responding firms offer day shifts  
20% of responding firms offer other shift types (evenings, Sat. AM)

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Gender Ratio:** 65% Female 35% Male

- ◆ **Turnover Rate:** 18% over the past 12 months

## CAREER LADDERS

- ◆ 0% of responding firms promote employees to this occupation from lower level positions.
- ◆ Job titles leading to opportunities in this occupation may include: N/A
- ◆ 10% of responding firms promote employees from this occupation to higher level positions.
- ◆ Promotional titles may include: Lead
- ◆ Important qualifications for advancement: Leadership abilities, good caretaker, licensing, motivation

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$32.00	\$27.92
New Hires, With Experience	\$28.77 - \$36.00	\$30.84
3+ Yrs Experience With Firm	\$32.37 - \$40.00	\$35.00

0% of firms surveyed were unionized  
Additional wages ranging from \$6.75 - \$10.00 per hour, in the form of bonuses, were reported by 10% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	63%	25%	38%	25%	-	-
Dental	63%	25%	25%	-	-	-
Vision	38%	25%	13%	-	-	-
Life	63%	25%	-	-	25%	25%
Sick Leave	63%	50%	-	-	-	-
Vacation	88%	50%	-	-	-	-
Retirement	25%	25%	38%	25%	13%	-
Child Care	13%	-	-	-	13%	-
Other	17%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	70%	10%	20%	Length: 6 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	22%	78%	-	Length: 12 - 24 months Titles: Professional Nursing
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	50%	40%	10%	Length: 8 - 24 months Type: Medical Assistant, Medical School, Registered Nurse Training, Higher Education, Physician Assistant Training

## IMPORTANT QUALIFICATIONS

### Knowledge:

♦ N/A

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Legible writing
- ♦ Relating to patients
- ♦ Oral communication
- ♦ Reading and following instructions

#### Physical

- ♦ Good hearing and vision
- ♦ Possession of emotional stability
- ♦ Standing continuously for 2 or more hours

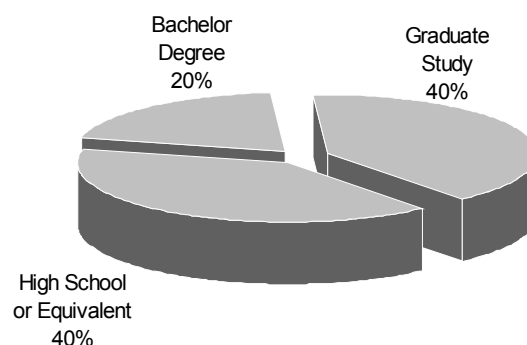
#### Technical

- ♦ Administering injections
- ♦ Administering medications
- ♦ Assisting with examinations
- ♦ Interviewing others for information
- ♦ Recording the condition of patients
- ♦ Maintaining an appointment calendar
- ♦ Maintaining progress notes and treatment summaries

#### Computer

- ♦ Microsoft Office
- ♦ Medical Manager

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.



# POLICE AND SHERIFF'S PATROL OFFICERS

Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district. Perform combination of following duties: patrol a specific area on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

**Alternate Titles:** Police Officer

**Responding Firms: 8 - Representing 7,414 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Large - 18,151
- ◆ **Occupation Size 2008:** Large - 20,180
- ◆ **Growth Rate:** Much faster than average - 16.4%
- ◆ **Total Openings 2003 - 2008:** 3,979

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	63%	38%
Next 24 Months	0%	88%	13%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Local Government, Exc Hosp & Educ	93.7

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Walk-In Applicants	75%
◆ Internet	75%
◆ Employee Referrals	63%
◆ Newspaper Ads	63%
◆ Other (job fairs, police academy, mailing list)	50%
◆ Colleges/Universities	25%
◆ Employment Development Department	13%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

100% of responding firms offer day shifts  
 100% of responding firms offer swing shifts  
 88% of responding firms offer graveyard shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

◆ **Gender Ratio:** 18% Female 82% Male

◆ **Turnover Rate:** 10% over the past 12 months

## CAREER LADDERS

- ◆ **29% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Police Trainee, Police Technician, Parking Enforcement Officer, Community Service Officer
- ◆ **100% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Agent, Lieutenant, Police Sergeant, Senior Police Dispatcher, Training Officer, Detective, Dispatch Shift Supervisor, Senior Police Service Representative
- ◆ **Important qualifications for advancement:** Oral communication skills, interpersonal skills, supervisory skills, related college course work, tenure, law enforcement experience, job performance

## WAGES

Experience	Range	Median
New Hires, No Experience	\$20.56 - \$25.87	\$23.04
New Hires, With Experience	\$18.27 - \$28.77	\$24.19
3+ Yrs Experience With Firm	\$25.56 - \$30.34	\$27.99
100% of firms surveyed were unionized Additional wages ranging from \$1.01 - \$3.08 per hour, in the form of tuition reimbursement, were reported by 25% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	63%	-	38%	-	-	-
Dental	63%	-	38%	-	-	-
Vision	63%	-	-	-	13%	-
Life	75%	-	13%	-	-	-
Sick Leave	100%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	75%	-	13%	-	13%	-
Child Care	13%	-	-	-	13%	-
Other	25%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	-	88%	13%	Length: 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	100%	-	-	Length: 6 months
Is technical or vocational training required?	25%	75%	-	Length: 6 - 24 months Type: CA Police Academy

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Understanding of a variety of cultures and foreign accents

### Skills/Abilities:

#### General

- ◆ Analytical
- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Verbal presentation
- ◆ Following oral instructions
- ◆ Reading and comprehending information quickly

#### Physical

- ◆ Good vision
- ◆ Ability to pass a physical performance test
- ◆ Working outdoors in all weather conditions
- ◆ Ability to pass a pre-employment medical examination

#### Technical

- ◆ Report writing
- ◆ Administering emergency first aid

#### Computer

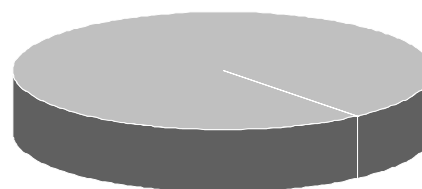
- ◆ Microsoft Word
- ◆ Communication equipment software

### Other:

- ◆ Ability to pass a psychological interview
- ◆ Possession of a Firearms Qualifications Card

## EDUCATION

High School or  
Equivalent  
100%



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# POLICE, FIRE, AND AMBULANCE DISPATCHERS

Receive complaints from public concerning crimes and police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

**Alternate Titles:** Communications Operator, Clerk/Dispatcher, Public Safety Dispatchers, Police Service Representative

**Responding Firms: 7 - Representing 649 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 763
- ◆ **Occupation Size 2008:** Small - 820
- ◆ **Growth Rate:** Faster than average - 10.8%
- ◆ **Total Openings 2003 - 2008:** 121

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	86%	14%
Next 24 Months	0%	71%	29%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Local Government, Exc Hosp & Educ	93.3

## RECRUITMENT

### Most successful recruitment methods used:

◆ Newspaper Ads	86%
◆ Internet	71%
◆ Walk-In Applicants	57%
◆ Employee Referrals	43%
◆ Other (mailing lists, job fairs)	29%
◆ In-House Promotion or Transfer	14%
◆ Employment Development Department	14%

## WORK PATTERNS

### Hours:

97% reported full-time employees, averaging 40 hours weekly  
 1% reported part-time employees, averaging 18 hours weekly  
 2% reported temporary employees, averaging 17 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 100% of responding firms offer swing shifts  
 100% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 80% Female 20% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 6% over the past 12 months

## CAREER LADDERS

- ◆ **29% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** N/A
- ◆ **71% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Shift Supervisor, Communications Manager, Public Safety Communications Officer, Senior Police Services Representative, Supervisor, Police Communications Supervisor
- ◆ **Important qualifications for advancement:** Experience, job performance, oral communication skills, interpersonal skills, supervisory skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$16.26 - \$20.76	\$16.92
New Hires, With Experience	\$16.92 - \$23.01	\$18.46
3+ Yrs Experience With Firm	\$19.75 - \$25.56	\$20.35

100% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	57%	-	43%	-	-	-
Dental	57%	-	43%	-	-	-
Vision	57%	-	43%	-	-	-
Life	71%	-	14%	-	-	-
Sick Leave	100%	50%	-	-	-	-
Vacation	100%	50%	-	-	-	-
Retirement	71%	-	29%	-	-	-
Child Care	14%	-	-	-	29%	-
Other	40%	-	-	-	-	50%

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	14%	43%	43%	Length: 6 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	75%	25%	-	Length: 6 - 12 months Titles: Customer Service Representative, Clerk, and any communications/dispatcher experience
Is training accepted in lieu of experience?	25%	75%	-	Length: 12 months
Is technical or vocational training required?	14%	86%	-	Length: 4 months Type: Police Service Representative Training Program

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Local streets

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Record keeping
- ◆ Customer service
- ◆ Oral communication
- ◆ Telephone answering
- ◆ Working under pressure
- ◆ Following oral instructions
- ◆ Alphabetic and numeric filing
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

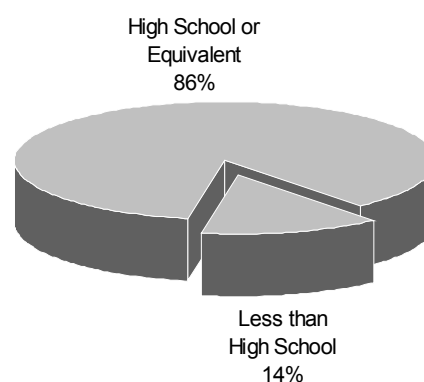
#### Technical

- ◆ Map reading
- ◆ Typing at least 35 wpm
- ◆ Handling crisis situations

#### Computer

- ◆ Microsoft Office
- ◆ Industry specific software
- ◆ Computer aided dispatch

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# PSYCHIATRIC TECHNICIANS

Care for mentally impaired or emotionally disturbed individuals, following physician instructions and hospital procedures. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral medications and hypodermic injections.

**Alternate Titles:** Mental Health Clinician, Patient Care Associate, Charge Nurse, Psychiatric Nursing Assistant  
**Responding Firms: 11 - Representing 116 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 3,507
- ◆ **Occupation Size 2008:** Small - 3,550
- ◆ **Growth Rate:** Slower than average - 1.7%
- ◆ **Total Openings 2003 - 2008:** 493

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	91%	9%
Next 24 Months	0%	91%	9%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Hospitals	92.3

## RECRUITMENT

### Most successful recruitment methods used:

◆ Employee Referrals	73%
◆ In-House Promotion or Transfer	45%
◆ Newspaper Ads	45%
◆ Walk-In Applicants	45%
◆ Internet	45%
◆ Private Employment Agencies	9%
◆ Employment Development Department	9%

## WORK PATTERNS

### Hours:

81% reported full-time employees, averaging 40 hours weekly  
 13% reported part-time employees, averaging 22 hours weekly  
 6% reported temporary employees, averaging 12 hours weekly

### Shifts:

82% of responding firms offer day shifts  
 55% of responding firms offer swing shifts  
 45% of responding firms offer graveyard  
 18% of responding firms offer other shift types (7AM-7PM)

- ◆ **Gender Ratio:** 68% Female 32% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 14% over the past 12 months

## CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Patient Transporter, Nursing Aide
- ◆ **55% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Mental Health Clinician II, Licenced Vocational Nurse, QA Nurse, Registered Nurse, Program Manager, Social Worker
- ◆ **Important qualifications for advancement:** Leadership abilities, supervisory experience, program knowledge, higher education, licensing, on the job training

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 9.82 - \$18.00	\$13.39
New Hires, With Experience	\$ 9.82 - \$20.14	\$16.30
3+ Yrs Experience With Firm	\$12.08 - \$20.14	\$16.30
18% of firms surveyed were unionized		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%	14%	73%	57%	-	-
Dental	45%	14%	36%	57%	9%	-
Vision	18%	14%	36%	43%	9%	-
Life	82%	57%	-	-	18%	-
Sick Leave	73%	43%	9%	-	-	-
Vacation	91%	71%	9%	-	-	-
Retirement	18%	14%	45%	29%	18%	14%
Child Care	-	-	18%	29%	18%	14%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	64%	-	36%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	55%	45%	-	Length: 6 - 36 Titles: Mental Health Worker, Certified Nurse Assistant, Psychiatric Aide, Nurses Aide, Licenced Vocational Nurse, Social worker
Is training accepted in lieu of experience?	55%	45%	-	Length: 6 - 24 months
Is technical or vocational training required?	45%	36%	18%	Length: 6 - 24 months Type: Psychiatric Technician Licensing, Nursing School, Medical Training

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Active listening
- ◆ Reading and following instructions
- ◆ Effective oral and written communication

#### Physical

- ◆ Lifting and moving patients
- ◆ Walking for prolonged periods of time
- ◆ Standing continuously for 2 or more hours

#### Technical

- ◆ Physical therapy
- ◆ Taking vital signs
- ◆ Relating to patients
- ◆ Handling crisis situations
- ◆ Following emergency procedures
- ◆ Recording the condition of patients
- ◆ Providing personal services to patients
- ◆ Administering injections and medications

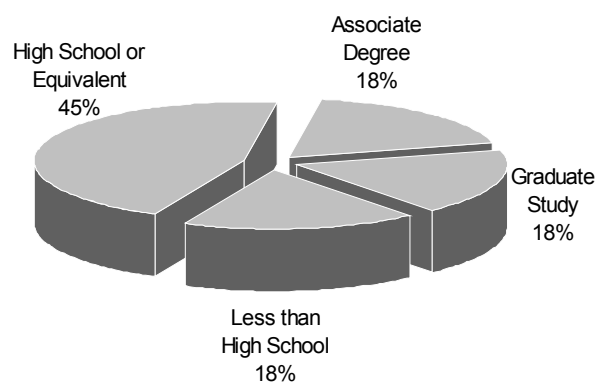
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Possession of a valid driver's license
- ◆ Willingness to work nights, weekends, and holidays

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# PUBLIC RELATIONS SPECIALISTS

Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media. May prepare and arrange displays, and make speeches.

**Alternate Titles:** Public Affairs, Communications Coordinator, Director-Public Relations, Account Executive/Associate  
**Responding Firms: 15 - Representing 203 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,326
- ◆ **Occupation Size 2008:** Small - 4,890
- ◆ **Growth Rate:** Much faster than average - 19.3%
- ◆ **Total Openings 2003 - 2008:** 943

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	67%	33%
Next 24 Months	0%	40%	60%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Management and Public Relations	27.5
Miscellaneous Durable Goods	6.5
Local Government, Exc Hosp & Educ	4.1
Communication Services, NEC	4.0
Motion Picture Production and Services	3.8

## RECRUITMENT

### Most successful recruitment methods used:

◆ Internet	73%
◆ Newspaper Ads	53%
◆ Colleges/Universities	33%
◆ Employee Referrals	27%
◆ Trade Journals	27%
◆ In-House Promotion or Transfer	13%
◆ Private Employment Agencies	13%

## WORK PATTERNS

### Hours:

98% reported full-time employees, averaging 40 hours weekly  
 2% reported part-time employees, averaging 23 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Gender Ratio:** 54% Female 46% Male

- ◆ **Turnover Rate:** 9% over the past 12 months

## CAREER LADDERS

- ◆ **7% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Publications Editor
- ◆ **73% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Publication Editor, Director, Assis. Manager, Manager, Public Relations, Accountant, Assis. Account Manager, VP, Junior Associate, Sr. Account Executive, Account Director, Coordinator, Associate Publicist
- ◆ **Important qualifications for advancement:** Interpersonal skills, job knowledge, productivity, communication skills, higher education, experience, detail oriented, managerial skills, multitasking, decision making, organizational skills



## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.00 - \$14.38	\$11.51
New Hires, With Experience	\$ 8.00 - \$17.98	\$12.95
3+ Yrs Experience With Firm	\$ 9.50 - \$33.21	\$20.38

7% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%	-	27%	-	-	-
Dental	47%	-	27%	-	-	-
Vision	40%	-	20%	-	-	-
Life	40%	-	7%	-	-	-
Sick Leave	93%	-	7%	-	-	-
Vacation	93%	-	7%	-	-	-
Retirement	20%	-	53%	-	-	-
Child Care	-	-	7%	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	67%	13%	20%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	92%	8%	-	Length: 3 - 36 months Titles: Writer, Publicist, Editor, Customer Service/Sales Representative, or any media related journalism experience
Is training accepted in lieu of experience?	46%	54%	-	Length: 3 - 36 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

♦ N/A

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Public contact
- ♦ Effective writing
- ♦ Customer service
- ♦ Verbal presentation
- ♦ Time management
- ♦ Oral communication
- ♦ Reading and following instructions

#### Physical

♦ N/A

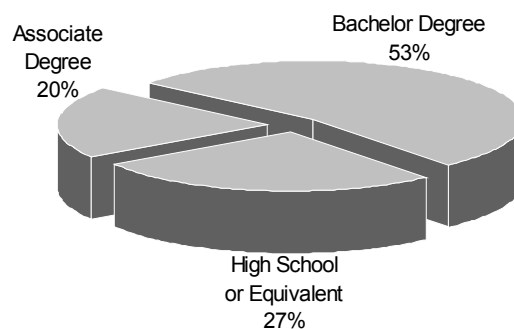
#### Technical

♦ N/A

#### Computer

- ♦ Microsoft Office
- ♦ Adobe PageMaker
- ♦ Filemaker Pro
- ♦ Nexus
- ♦ Lexus
- ♦ Media Database
- ♦ Email

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# RADIOLOGIC TECHNOLOGISTS AND TECHNICIANS

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

**Alternate Titles:** X-Ray Tech I and II, Staff Radiology Tech, Certified Radiological Tech, Technologists I and II  
**Responding Firms:** 14 - Representing 305 employees

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 4,390
- ◆ **Occupation Size 2008:** Small - 4,640
- ◆ **Growth Rate:** Slower than average - 8.2%
- ◆ **Total Openings 2003 - 2008:** 736

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	71%	21%
Next 24 Months	0%	86%	14%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Hospitals	47.1
Offices of Physicians	25.7
Local Government, Exc Hosp & Educ	11.0

## RECRUITMENT

### Most successful recruitment methods used:

◆ Employee Referrals	71%
◆ Newspaper Ads	57%
◆ Internet	57%
◆ Walk-In Applicants	50%
◆ In-House Promotion or Transfer	21%
◆ School, Program Referrals	21%
◆ Trade Journals	21%

## WORK PATTERNS

### Hours:

71% reported full-time employees, averaging 43 hours weekly  
 20% reported part-time employees, averaging 26 hours weekly  
 9% reported temporary employees, averaging 11 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 57% of responding firms offer swing shifts  
 64% of responding firms offer graveyard shifts  
 7% of responding firms offer other shift types (weekends)

- ◆ **Gender Ratio:** 44% Female 56% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Turnover Rate:** 10% over the past 12 months

## CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Radiology Aide
- ◆ **86% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead X-Ray Technician, Special Procedures Tech, Supervisor, Radiology Supervisor, Senior Tech, Manager, Imaging Supervisor, Radiology Specialist, Radiology Service Coordinator, Radiology Tech II and III
- ◆ **Important qualifications for advancement:** Experience, leadership abilities, additional certifications, managerial skills, continued education, tenure

## WAGES

Experience	Range	Median
New Hires, No Experience	\$10.07 - \$24.72	\$17.60
New Hires, With Experience	\$18.88 - \$26.70	\$20.00
3+ Yrs Experience With Firm	\$21.24 - \$30.00	\$23.00

14% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	21%	22%	79%	56%	-	-
Dental	14%	11%	79%	56%	-	-
Vision	14%	11%	79%	56%	-	-
Life	50%	22%	43%	33%	7%	11%
Sick Leave	71%	56%	21%	11%	-	-
Vacation	79%	67%	21%	11%	-	-
Retirement	29%	11%	71%	67%	-	-
Child Care	-	-	36%	22%	14%	22%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	50%	-	50%	Length: 6 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	43%	57%	-	Length: 6 - 24 months
Is technical or vocational training required?	100%	-	-	Length: 1 - 36 months Type: Radiological Technology, Computer, Internship-Clinical Program, Medical Terminology, CRT License, BCLS Certificate, Fluoroscopy License

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Medical terminology

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Record keeping
- ◆ Reading and following instructions
- ◆ Effective oral and written communication

#### Physical

- ◆ Standing continuously for 2 or more hours

#### Technical

- ◆ Taking vital signs
- ◆ Using film developing equipment
- ◆ CT and ultrasound scanning skills
- ◆ Following fluoroscopic imaging procedures
- ◆ Administering magnetic resonance imaging
- ◆ Following safe equipment operating procedures
- ◆ Applying transferring techniques moving patients

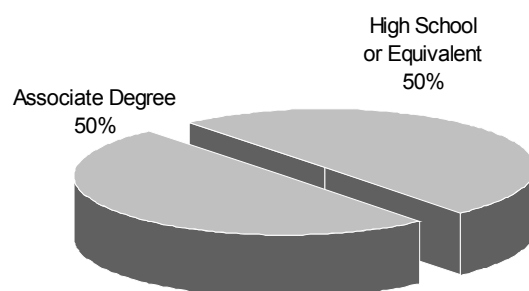
#### Computer

- ◆ Microsoft Office
- ◆ Outlook
- ◆ Micro Med

### Other:

- ◆ Possession of State CRT Certificate and ARRT Registration

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# RESERVATION AND TRANSPORTATION TICKET AGENTS AND TRAVEL CLERKS

Make and confirm reservations and sell tickets to passengers for large hotel or motel chains. May check baggage and direct passengers to designated concourse, pier, or track; make reservations, deliver tickets, arrange for visas, contact individuals and groups to inform them of package tours, or provide tourists with travel information, such as points of interest, restaurants, rates, and emergency service.

**Alternate Titles:** Agent, Clerk, Travel Operator, Station Agent, Passenger Services Agent, Travel Agent

**Responding Firms: 18 - Representing 470 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Medium - 8,684
- ◆ **Occupation Size 2008:** Medium - 9,170
- ◆ **Growth Rate:** Slower than average - 8%
- ◆ **Total Openings 2003 - 2008:** 1,686

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	83%	17%
Next 24 Months	6%	67%	28%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Air Transportation, Scheduled	48.3
Airports, Flying Fields, & Services	20.8
Passenger Transportation Arrangement	13.6

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	78%
◆ In-House Promotion or Transfer	56%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	28%
◆ Internet	22%
◆ Trade Journals	11%
◆ Private Employment Agencies	6%

## WORK PATTERNS

**Hours:**

74% reported full-time employees, averaging 40 hours weekly  
26% reported part-time employees, averaging 25 hours weekly

**Shifts:**

100% of responding firms offer day shifts  
28% of responding firms offer swing shifts  
11% of responding firms offer other shift types (evening)

- ◆ **Gender Ratio:** 69% Female 31% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 13% over the past 12 months

## CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Support Staff, Bus Driver, Ramp Escorts, PBX Operator, Front Desk Clerk
- ◆ **72% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead, Reservation Manager, Sales Representative, Supervisor, Senior Lead, Supervisor Airport Services, Sales Manager, Manager
- ◆ **Important qualifications for advancement:** Managerial skills, leadership abilities, problem solving/decision making skills, excellent oral and written communication skills, handling stress, customer service skills, bilingual, experience

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$13.29	\$ 9.65
New Hires, With Experience	\$ 6.75 - \$13.50	\$10.00
3+ Yrs Experience With Firm	\$ 8.30 - \$15.00	\$12.04

6% of firms surveyed were unionized  
Additional wages ranging from \$ .39 - \$1.50 per hour,  
in the form of commission and lead person premium were reported  
by 22% of responding firms.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	56%	-	22%	25%	-	-
Dental	56%	-	22%	25%	-	-
Vision	44%	-	11%	-	6%	13%
Life	50%	-	17%	25%	-	-
Sick Leave	61%	25%	-	-	-	-
Vacation	72%	38%	-	-	-	-
Retirement	39%	-	17%	-	-	-
Child Care	-	-	-	-	-	-
Other	6%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	33%	56%	11%	Length: 3 - 18 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 6 - 12 months Titles: Customer Service Representative, PBX Operator, any travel related experience
Is training accepted in lieu of experience?	38%	63%	-	Length: 3 - 6 months
Is technical or vocational training required?	22%	72%	6%	Length: 3 - 12 months Type: Travel Computer Software Programs, Computer Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ♦ Geography
- ♦ Microcomputer hardware and operating systems

### Skills/Abilities:

#### General

- ♦ Basic math
- ♦ Public contact
- ♦ Telephone answering
- ♦ Reading and following instructions
- ♦ Effective oral and written communication

#### Physical

- ♦ N/A

#### Technical

- ♦ Typing at least 45 wpm
- ♦ Applying sales techniques
- ♦ Performing detailed clerical work
- ♦ Arranging travel schedules and reservations

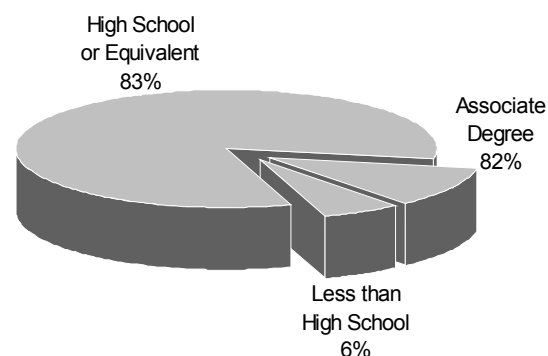
#### Computer

- ♦ Microsoft Office
- ♦ Apollo
- ♦ THS - Reservation
- ♦ GEAC
- ♦ Apollo, PARS, SAABRE, DATAS II

### Other:

- ♦ Bondable

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# SHEET METAL WORKERS

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; inspecting, assembling, and smoothing seams and joints of burred surfaces.

**Alternate Titles:** Sheet Metal Mechanic, Welder

**Responding Firms: 15 - Representing 313 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 3,934
- ◆ **Occupation Size 2008:** Small - 4,170
- ◆ **Growth Rate:** Average - 8.6%
- ◆ **Total Openings 2003 - 2008:** 650

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	53%	40%
Next 24 Months	13%	60%	27%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Plumbing, Heating, Air-Conditioning	27.7
Aircraft and Parts	14.3
Partitions and Fixtures	7.8
Roofing, Siding, and Sheet Metal Workers	7.1
Fabricated Structural Metal Products	6.4

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	60%
◆ Newspaper Ads	53%
◆ Walk-In Applicants	40%
◆ Union Hall Referrals	27%
◆ Other (word of mouth, help wanted signs)	20%
◆ In-House Promotion or Transfer	13%
◆ Internet	13%

## WORK PATTERNS

**Hours:**

100% reported full-time employees, averaging 40 hours weekly

**Shifts:**

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 2% Female 98% Male

- ◆ **Turnover Rate:** 3% over the past 12 months

## CAREER LADDERS

- ◆ **47% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Roofer
- ◆ **73% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Shop Foreman, Journeyman, Supervisor, Lead Person, Layout Man,
- ◆ **Important qualifications for advancement:** Job knowledge, interpersonal skills, work ethic, attendance, certification, job performance, leadership abilities, initiative, education, organizational skills, reading/writing skills, coordination

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	\$ 9.00 - \$10.00	\$10.00
New Hires, With Experience	\$ 6.75 - \$13.00	\$10.00
3+ Yrs Experience With Firm	\$12.00 - \$25.00	\$20.00
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$11.00 - \$31.28	\$31.28
3+ Yrs Experience With Firm	\$13.50 - \$40.97	\$31.28
<small>33% of firms surveyed were unionized  Additional wages ranging from \$.90 - \$2.00 per hour,  in the form of bonuses or other overtime, were reported by 13% of responding firms.  *New Hire, No Experience wage data is not provided  when less than three employers responded to this question.</small>		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	47%	-	20%	-	-	-
Dental	40%	-	13%	-	-	-
Vision	33%	-	7%	-	-	-
Life	40%	-	-	-	-	-
Sick Leave	33%	-	-	-	-	-
Vacation	47%	-	7%	-	-	-
Retirement	33%	-	7%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	67%	33%	-	Length: 12 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	10%	90%	-	Length: 24 months Titles: General Laborer
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	7%	80%	13%	Length: 4 - 12 months Type: Welding, Sheet Metal Mechanics

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Geometry
- ◆ Trigonometry

### Skills/Abilities:

#### General

- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Spatial aptitude
- ◆ Manual dexterity
- ◆ Agility and coordination
- ◆ Good hand-eye coordination
- ◆ Lifting at least 50 lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

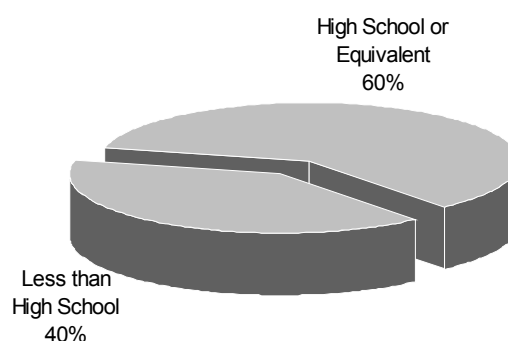
#### Technical

- ◆ Welding
- ◆ Shop math
- ◆ Using hand tools
- ◆ Reading blueprints
- ◆ Mechanical Aptitude
- ◆ Mechanical drawing
- ◆ Sheet metal working

#### Computer

- ◆ Microsoft Office
- ◆ Quickbooks

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.



# TAX PREPARERS

Prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant.

**Alternate Titles:** Accountant I, II, and III, Tax Auditor I and II

**Responding Firms: 7 - Representing 98 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 1,949
- ◆ **Occupation Size 2008:** Small - 2,070
- ◆ **Growth Rate:** Average - 8.9%
- ◆ **Total Openings 2003 - 2008:** 314

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	71%	29%
Next 24 Months	0%	71%	29%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Accounting, Auditing, & Bookkeeping	63.6
Miscellaneous Personal Services	21.8

## RECRUITMENT

**Most successful recruitment methods used:**

- ◆ Internet 57%
- ◆ Colleges/Universities 43%
- ◆ In-House Promotion or Transfer 29%
- ◆ Newspaper Ads 29%
- ◆ Private Employment Agencies 29%
- ◆ Other (spanish magazines, personnel bulletin) 29%
- ◆ Employee Referrals 14%

## WORK PATTERNS

**Hours:**

- 91% reported full-time employees, averaging 40 hours weekly
- 2% reported part-time employees, averaging 10 hours weekly
- 1% reported temporary employees, averaging 6 hours weekly
- 6% reported seasonal employees, averaging 40 hours weekly

**Shifts:**

- 100% of responding firms offer day shifts
- 14% of responding firms offer swing shifts
- 14% of responding firms offer other shift types (personal preference)

- ◆ **Gender Ratio:** 54% Female 46% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

- ◆ **Turnover Rate:** 10% over the past 12 months

## CAREER LADDERS

- ◆ **71% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Checking Department Representative
- ◆ **57% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Manager, Senior Tax Auditor, Principal Tax Auditor
- ◆ **Important qualifications for advancement:** Leadership abilities, supervisory/managerial skills, experience, journey level

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 9.59 - \$16.92	\$10.00
New Hires, With Experience	\$ 9.59 - \$25.46	\$14.38
3+ Yrs Experience With Firm	\$13.00 - \$35.19	\$19.18
0% of firms surveyed were unionized Additional wages averaging \$2.50 per hour, in the form of commission, were reported by 14% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	67%	-	-	-	17%	-
Dental	50%	-	-	-	17%	-
Vision	50%	-	-	-	17%	-
Life	67%	-	-	-	17%	-
Sick Leave	67%	-	-	-	17%	-
Vacation	83%	-	-	-	17%	-
Retirement	33%	-	17%	-	33%	-
Child Care	-	-	-	-	17%	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	71%	-	Length: 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 12 months Titles: Any accounting or finance related experience
Is training accepted in lieu of experience?	50%	50%	-	Length: 24 months
Is technical or vocational training required?	57%	43%	-	Length: 2 - 24 months Type: Computer Training, Certified Public Accountant, Tax Auditing

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Public contact
- ◆ Using a calculator
- ◆ Oral communication
- ◆ Reading and following instructions
- ◆ Record keeping and attention to detail

#### Physical

- ◆ N/A

#### Technical

- ◆ Typing at least 45 wpm
- ◆ Bookkeeping and business math
- ◆ Interviewing others for information
- ◆ Applying complex rules and regulations
- ◆ Preparing partnership income tax returns
- ◆ Preparing individual and corporate income tax returns

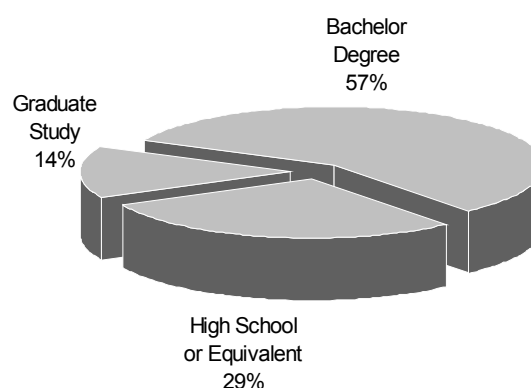
#### Computer

- ◆ Microsoft Office
- ◆ Ultra Tax and industry specific software

### Other:

- ◆ Registered Tax Preparer
- ◆ Designated as an IRS enrolled agent
- ◆ Tax Interviewer Registration eligibility

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# TIRE REPAIRERS AND CHANGERS

Repair and replace tires.

**Alternate Titles:** Tire Buster, Tire Technician, Service Technician, Installer

**Responding Firms:** 15- Representing 85 employees

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 1,460
- ◆ **Occupation Size 2008:** Small - 1,460
- ◆ **Growth Rate:** Remain stable - 0%
- ◆ **Total Openings 2003 - 2008:** 286

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	73%	20%
Next 24 Months	7%	73%	20%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Auto and Home Supply Stores	54.3
Motor Vehicles, Parts and Supplies	15.0
Department Stores	12.3

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	87%
◆ Walk-In Applicants	67%
◆ Newspaper Ads	47%
◆ In-House Promotion or Transfer	33%
◆ School, Program Referrals	7%
◆ Other (word of mouth)	7%

## WORK PATTERNS

### Hours:

96% reported full-time employees, averaging 42 hours weekly  
 1% reported part-time employees, averaging 20 hours weekly  
 2% reported temporary employees, averaging 34 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 2% Female 98% Male

- ◆ **Turnover Rate:** 14% over the past 12 months

## CAREER LADDERS

- ◆ 13% of responding firms promote employees to this occupation from lower level positions.
- ◆ Job titles leading to opportunities in this occupation may include: Helper
- ◆ 47% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Promotional titles may include:** Assistant Manager, Technician, Floor Manager, Salesman, Service Manager, Serviceman, Supervisor
- ◆ **Important qualifications for advancement:** Mechanical skills, organizational skills, supervisory skills, tire product knowledge, interpersonal skills, work well in a team, motivated, customer service skills, bilingual, dependable

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$9.00	\$ 7.38
New Hires, With Experience	\$ 6.75 - \$9.00	\$ 8.00
3+ Yrs Experience With Firm	\$7.50 - \$12.00	\$10.00
0% of firms surveyed were unionized Additional wages averaging \$1.00 per hour, in the form of tips, were reported by 7% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	27%	-	27%	-	-	-
Dental	13%	-	20%	-	-	-
Vision	20%	-	7%	-	-	-
Life	13%	-	-	-	7%	-
Sick Leave	33%	-	-	-	-	-
Vacation	40%	-	7%	-	-	-
Retirement	13%	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	60%	33%	7%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	40%	60%	-	Length: 4 - 24 months Titles: Mechanic, Retreader
Is training accepted in lieu of experience?	20%	80%	-	Length: 1 - 6 months
Is technical or vocational training required?	-	93%	7%	Length: 3 months Type: Auto related

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Lifting at least 100 lbs. repeatedly

#### Technical

- ◆ Cash handling
- ◆ Balancing tires
- ◆ Cost estimating
- ◆ Using hand tools
- ◆ Mechanical aptitude
- ◆ Applying sale techniques
- ◆ Tire changing and repairing
- ◆ Operating hydraulic equipment
- ◆ Following safe equipment operating practices

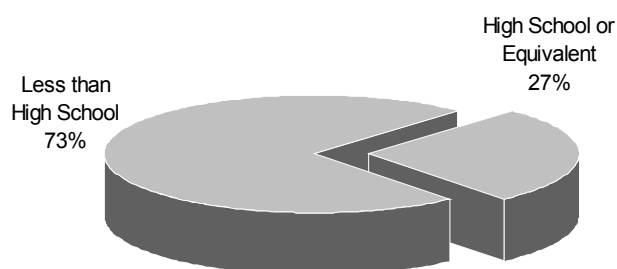
#### Computer

- ◆ Word and Windows 98

### Other:

- ◆ Possession of a valid driver's license

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# TRANSPORTATION, STORAGE, AND DISTRIBUTION MANAGERS

Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with governmental policies and regulations.

**Alternate Titles:** Logistics Coordinator, Warehouse Manager, Supply Service Manager, Storekeeper

**Responding Firms: 15 - Representing 48 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 3,663
- ◆ **Occupation Size 2008:** Small - 3,970
- ◆ **Growth Rate:** Faster than average - 12.1%
- ◆ **Total Openings 2003 - 2008:** 607

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	80%	13%
Next 24 Months	7%	80%	13%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Air Transportation, Scheduled	11.0
Freight Transportation Arrangement	9.7
Trucking & Courier Services, Ex Air	9.6
Railroads	7.7
Motion Picture Production & Services	5.2

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Employee Referrals	80%
◆ Newspaper Ads	73%
◆ In-House Promotion or Transfer	47%
◆ Other (word of mouth, fliers to public agencies)	27%
◆ Private Employment Agencies	13%
◆ Walk-In Applicants	13%
◆ Internet	13%

## WORK PATTERNS

### Hours:

98% reported full-time employees, averaging 40 hours weekly  
2% reported temporary employees, averaging 20 hours weekly

### Shifts:

100% of responding firms offer day shifts  
20% of responding firms offer swing shifts  
7% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 23% Female 77% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	●	○	○

- ◆ **Turnover Rate:** 18% over the past 12 months

## CAREER LADDERS

- ◆ **67% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Intern, Dock Worker, Driver, Warehouse Worker, Dispatcher, Warehouse Supervisor, Senior Utility Buyer, Operations Technician
- ◆ **47% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead, Office Manager, Branch Manager, General Manager, Operations Manager, Terminal Manager, Custom Broker, Vice President, Sales Representative
- ◆ **Important qualifications for advancement:** Communication, problem solving, interpersonal skills, accounting, cost estimating, organizational skills, provides suggestions for improvement, job knowledge, international shipping experience

## WAGES

Experience	Range	Median
New Hires, No Experience	*	*
New Hires, With Experience	\$9.78 - \$40.64	\$16.78
3+ Yrs Experience With Firm	\$10.36 - \$52.74	\$23.44

13% of firms surveyed were unionized  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	47%	-	27%	-	-	-
Dental	40%	-	20%	-	-	-
Vision	40%	-	20%	-	-	-
Life	47%	-	20%	-	-	-
Sick Leave	53%	-	13%	-	-	-
Vacation	53%	-	13%	-	-	-
Retirement	33%	-	27%	-	-	-
Child Care	-	-	7%	-	-	-
Other	-	-	8%	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	87%	13%	-	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	15%	85%	-	Length: 24 - 36 months Titles: Senior Buyer, Inventory Control
Is training accepted in lieu of experience?	8%	92%	-	Length: 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Geography
- ◆ Business and management principles involved in strategic planning, resource allocation, and coordination of people
- ◆ Principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Multitasking
- ◆ Effective writing
- ◆ Analytical thinking
- ◆ Oral communication
- ◆ Reading comprehension

#### Physical

- ◆ N/A

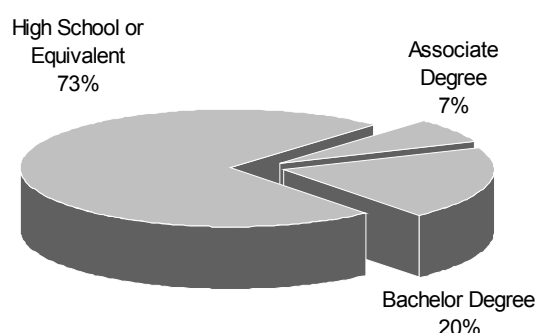
#### Technical

- ◆ Negotiating
- ◆ Customer service
- ◆ Cost/benefit analyses
- ◆ Management of material and financial resources

#### Computer

- ◆ Microsoft Office
- ◆ Express
- ◆ JD Edwards

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# TREE TRIMMERS AND PRUNERS

Cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers. May use truck-mounted lifts and power pruners. May fill cavities in trees to promote healing and prevent deterioration.

**Alternate Titles:** Groundsman, Grounds Utility Worker, Landscaper, Grounds Equipment Operator

**Responding Firms: 16 - Representing 174 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 844
- ◆ **Occupation Size 2008:** Small - 830
- ◆ **Growth Rate:** Slow decline - (-2.4%)
- ◆ **Total Openings 2003 - 2008:** 93

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	38%	56%
Next 24 Months	6%	44%	50%

Major Employing Industries	Percent of Occupation in Industry 2008
Landscape and Horticultural Service	89.1

## RECRUITMENT

### Most successful recruitment methods used:

◆ Walk-In Applicants	69%
◆ Employee Referrals	56%
◆ Newspaper Ads	56%
◆ In-House Promotion or Transfer	44%
◆ Other (word of mouth, industry associations)	38%
◆ Internet	25%
◆ Trade Journals	6%

## WORK PATTERNS

### Hours:

97% reported full-time employees, averaging 39 hours weekly  
3% reported part-time employees, averaging 23 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 2% Female 98% Male

- ◆ **Turnover Rate:** 14% over the past 12 months

## CAREER LADDERS

- ◆ **47% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Laborers, Grounds Worker, Driver, Gardener
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Grounds Equipment Operator II, Crew Leader, Estimator, Foreman, Supervisor, Manager
- ◆ **Important qualifications for advancement:** Tree trimming skills, climbing ability, managerial skills, customer service skills, experience, time management, organizational skills, good driving record, leadership abilities, good communication



## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.00 - \$14.15	\$ 8.50
New Hires, With Experience	\$ 7.50 - \$15.00	\$10.00
3+ Yrs Experience With Firm	\$ 7.50 - \$20.30	\$12.00

6% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%	-	27%	-	-	-
Dental	13%	-	7%	-	13%	-
Vision	20%	-	20%	-	-	-
Life	13%	-	7%	-	7%	-
Sick Leave	27%	-	7%	-	-	-
Vacation	60%	-	20%	-	-	-
Retirement	20%	-	7%	-	-	-
Child Care	-	-	-	-	-	-
Other	29%	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	69%	13%	19%	Length: 9 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	43%	57%	-	Length: 6 - 36 months Titles: Climber, Gardener, General Maintenance, Grounds Equipment Operator I, Groundskeeper, Garden Maintenance
Is training accepted in lieu of experience?	64%	36%	-	Length: 3 -12 months
Is technical or vocational training required?	6%	88%	6%	Length: 2 - 6 months Type: General Lawn Maintenance, Safety

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Horticulture
- ◆ Gardening tools
- ◆ Pesticides and herbicides

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Tolerating noise and dust
- ◆ Lifting at least 75 lbs. repeatedly
- ◆ Manual dexterity and multilimb coordination
- ◆ Working outdoors in all weather conditions

#### Technical

- ◆ Operating power tools
- ◆ Pruning, lawn and garden care
- ◆ Operating tree and vine trimming equipment

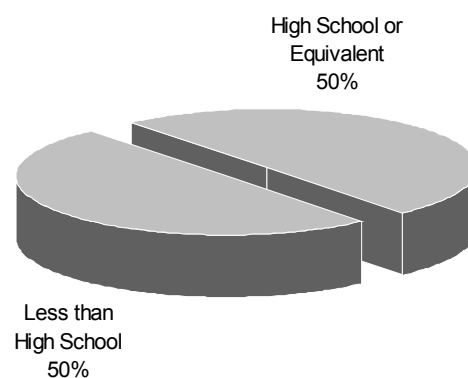
#### Computer

- ◆ N/A

### Other:

- ◆ Possession of a reliable vehicle
- ◆ Possession of valid driver's license/good driving record

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# TRUCK DRIVERS, HEAVY AND TRACTOR-TRAILER

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

**Alternate Titles:** Driver, Delivery Specialist, Heavy Duty Truck Driver, Delivery Merchandiser

**Responding Firms: 17 - Representing 771 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ♦ **Occupation Size 2003:** Very large - 30,056
- ♦ **Occupation Size 2008:** Very large - 33,320
- ♦ **Growth Rate:** Much faster than average - 15.9%
- ♦ **Total Openings 2003 - 2008:** 5,364

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	65%	29%
Next 24 Months	0%	53%	47%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Trucking & Courier Services, Ex Air	37.1
Personnel Supply Services	11.1
Groceries and Related Products	5.2
Concrete, Gypsum, and Plaster Products	4.5
Sanitary Services	3.5

## RECRUITMENT

**Most successful recruitment methods used:**

♦ Employee Referrals	82%
♦ Newspaper Ads	76%
♦ Walk-In Applicants	47%
♦ Other (word of mouth)	29%
♦ Internet	18%
♦ In-House Promotion or Transfer	12%
♦ Private Employment Agencies	12%

## WORK PATTERNS

### Hours:

95% reported full-time employees, averaging 41 hours weekly  
 1% reported part-time employees, averaging 25 hours weekly  
 2% reported temporary employees, averaging 35 hours weekly  
 1% reported seasonal employees, averaging 40 hours weekly

### Shifts:

100% of responding firms offer day shifts  
 41% of responding firms offer swing shifts  
 29% of responding firms offer graveyard shifts

- ♦ **Gender Ratio:** 2% Female 98% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ♦ **Turnover Rate:** 14% over the past 12 months

## CAREER LADDERS

- ♦ **50% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Helper, Merchandiser, Loader, Warehouse Worker
- ♦ **41% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Warehouseman, Loader, Light Truck Driver, Water Truck Driver, Supervisor, Sales Representative, Dispatcher, Team Leader
- ♦ **Important qualifications for advancement:** Oral and written communication skills, Class A license, Hazardous Material Endorsement, leadership abilities, good judgement, motivation, honesty, professionalism

## WAGES

Experience	Range	Median
New Hires, No Experience	\$12.96 - \$20.00	\$19.89
New Hires, With Experience	\$7.00 - \$21.50	\$12.50
3+ Yrs Experience With Firm	\$8.17 - \$50.00	\$19.18

12% of firms surveyed were unionized

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	41%	-	47%	-	-	-
Dental	35%	-	41%	-	-	-
Vision	24%	-	35%	-	6%	-
Life	41%	-	24%	-	-	-
Sick Leave	41%	-	18%	-	-	-
Vacation	53%	-	18%	-	-	-
Retirement	24%	-	29%	-	-	-
Child Care	-	-	12%	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	76%	6%	18%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	13%	88%	-	Length: 12 - 24 months Titles: Electric Pie Jack, any commercial truck driving
Is training accepted in lieu of experience?	19%	81%	-	Length: 12 - 24 months
Is technical or vocational training required?	12%	82%	6%	Length: 1 - 12 months Type: Class 1 License, Commercial Driving, passing score on a route test

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Local streets

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Reading and following instructions

#### Physical

- ◆ Lifting at least 75 lbs. repeatedly

#### Technical

- ◆ Map reading
- ◆ Reading invoices
- ◆ Operating forklifts
- ◆ Driving trucks long distances
- ◆ Loading and unloading freight
- ◆ Automotive maintenance and minor repair

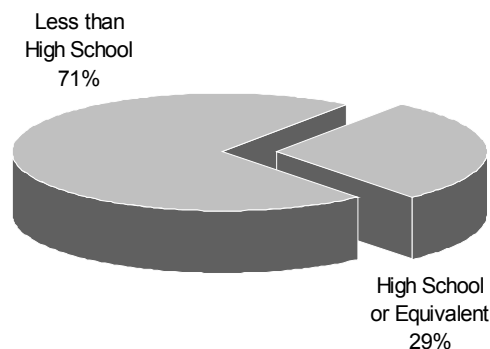
#### Computer

- ◆ Operating hand held computers

### Other:

- ◆ Ability to meet ICC requirements
- ◆ Possession of good DMV driving record
- ◆ Possession of Class A and B driver's license
- ◆ Ability to pass a pre-employment medical examination

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# WAITERS AND WAITRESSES

Take orders and serve food and beverages to patrons at tables in dining establishment.

**Alternate Titles:** Server, Food Server

**Responding Firms: 16 - Representing 861 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Very large - 62,540
- ◆ **Occupation Size 2008:** Very large - 68,240
- ◆ **Growth Rate:** Faster than average - 13.2%
- ◆ **Total Openings 2003 - 2008:** 23,993

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	81%	13%
Next 24 Months	0%	75%	25%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Eating and Drinking Places	90.3

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Walk-In Applicants	75%
◆ Employee Referrals	56%
◆ Newspaper Ads	56%
◆ In-House Promotion or Transfer	31%
◆ Internet	19%
◆ Colleges/Universities	19%
◆ School, Program Referrals	7%

## WORK PATTERNS

### Hours:

68% reported full-time employees, averaging 39 hours weekly  
 31% reported part-time employees, averaging 24 hours weekly  
 1% reported seasonal employees, averaging 40 hours weekly

### Shifts:

94% of responding firms offer day shifts  
 63% of responding firms offer swing shifts  
 19% of responding firms offer graveyard shifts  
 31% of responding firms offer other shift types (evenings, 5PM-9PM)

- ◆ **Gender Ratio:** 69% Female 31% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 9% over the past 12 months

## CAREER LADDERS

- ◆ **53% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Host, Take Out, Bar Back, Busser, Counter Person, Cook
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Waiter, Team Leader, Lead Person, Shift Leader, Supervisor, Assistant Manager, Manager
- ◆ **Important qualifications for advancement:** Dependability, knowledge of policies/procedures, interpersonal skills, organizational skills, leadership abilities, excellent communication, motivation, availability, multitasking abilities

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 6.75	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$ 7.00	\$ 6.75
3+ Yrs Experience With Firm	\$ 6.75 - \$ 8.00	\$ 6.75
6% of firms surveyed were unionized Additional wages ranging from \$ .62 - \$31.25 per hour, in the form of tips, were reported by 81% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	31%	9%	31%	18%	-	-
Dental	23%	-	23%	18%	-	-
Vision	23%	-	15%	9%	-	-
Life	23%	-	-	9%	8%	-
Sick Leave	31%	9%	-	-	-	-
Vacation	46%	9%	-	-	-	-
Retirement	15%	-	15%	-	8%	9%
Child Care	-	-	-	-	-	9%
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	25%	44%	31%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	44%	56%	-	Length: 5 - 18 months Titles: Bus Person, Host/Hostess, Food Server, any professional experience
Is training accepted in lieu of experience?	44%	56%	-	Length: 2 - 12 months
Is technical or vocational training required?	-	88%	13%	Length: 3 - 6 months Type: Health and Safety Training, Food/Wine/Service Courses

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ N/A

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Legible writing
- ◆ Good grooming
- ◆ Customer service
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Following oral instructions

#### Physical

- ◆ Lifting at least 30 lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

#### Technical

- ◆ Cash handling
- ◆ Operating a cash register

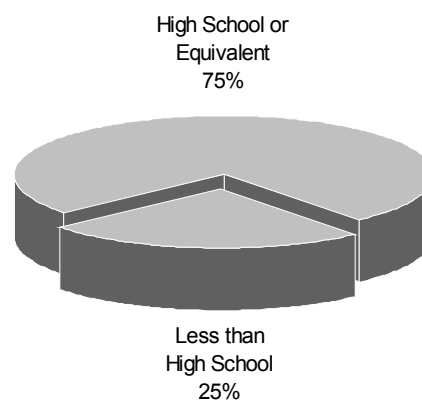
#### Computer

- ◆ Point of sale software

### Other:

- ◆ Serve Safe Diploma

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

# WATER AND LIQUID WASTE TREATMENT PLANT AND SYSTEM OPERATORS

Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste.

**Alternate Titles:** Plant Operator, Senior Water Plant Operator, Water Production Systems Officer, Water Plant Operator  
**Responding Firms: 6 - Representing 74 employees**

## EMPLOYMENT TRENDS

### Employment Development Department forecast:

- ◆ **Occupation Size 2003:** Small - 1,341
- ◆ **Occupation Size 2008:** Small - 1,420
- ◆ **Growth Rate:** Average - 8.4%
- ◆ **Total Openings 2003 - 2008:** 293

### Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	29%
Next 24 Months	0%	67%	33%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Local Government, Exc Hosp & Educ	76.4

## RECRUITMENT

### Most successful recruitment methods used:

◆ Internet	100%
◆ In-House Promotion or Transfer	83%
◆ Newspaper Ads	50%
◆ Trade Journals	33%
◆ Employee Referrals	17%
◆ Private Employment Agencies	17%
◆ Walk-In Applicants	17%

## WORK PATTERNS

### Hours:

100% reported full-time employees, averaging 39 hours weekly

### Shifts:

- 100% of responding firms offer day shifts
- 100% of responding firms offer swing shifts
- 100% of responding firms offer graveyard shifts
- 100% of responding firms offer other shift types (standby)

- ◆ **Gender Ratio:** 32% Female 68% Male

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 11% over the past 12 months

## CAREER LADDERS

- ◆ **67% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Water Recycler Plant Operator in Training, Service Worker, Assistant Waste Water Treatment Plant Operator
- ◆ **100% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Water Worker, Water Supervisor, Wastewater Treatment Plant Supervisor, Water System Specialist, Sr. Water Plant Operator, Operations Superintendent, Water/Sewer Maintenance Supervisor
- ◆ **Important qualifications for advancement:** Successful work performance, continuing education

## WAGES

Experience	Range	Median
<b>Non-Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$14.49 - \$28.17	\$21.33
3+ Yrs Experience With Firm	\$19.76 - \$28.17	\$23.97
<b>Union Wages</b>		
New Hires, No Experience	*	*
New Hires, With Experience	\$18.22 - \$28.34	\$23.53
3+ Yrs Experience With Firm	\$22.11 - \$29.05	\$25.57

67% of firms surveyed were unionized  
 \*New Hire, No Experience wage data is not provided when less than three employers responded to this question.

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	50%	-	50%	-	-	-
Dental	50%	-	50%	-	-	-
Vision	50%	-	17%	-	17%	-
Life	33%	-	33%	-	-	-
Sick Leave	100%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	100%	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	83%	-	17%	Length: 12 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 12 months Titles: Plumber, any maintenance experience related to water
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	17%	67%	17%	Length: 3 - 12 months Type: Grade I Water Treatment Operator Certification

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Chemistry
- ◆ Water processing equipment
- ◆ Understanding of waste disposal
- ◆ EPA and DOT waste transportation regulations

### Skills/Abilities:

#### General

- ◆ Basic math
- ◆ Effective oral and written communication

#### Physical

- ◆ Tolerating dust and unpleasant odors

#### Technical

- ◆ Maintaining equipment
- ◆ Reading monitoring equipment
- ◆ Operating precision measuring instruments
- ◆ Following waste water treatment procedures
- ◆ Following safe equipment operating practices
- ◆ Assessing emergency situations and setting priorities quickly

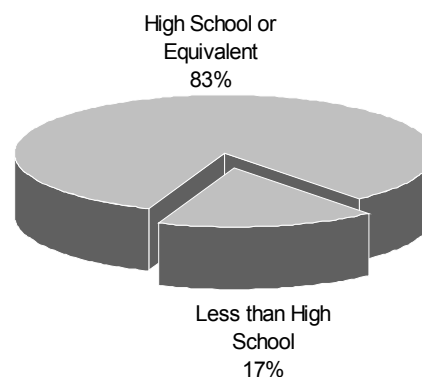
#### Computer

- ◆ Microsoft Office
- ◆ Specialized industry application software such as Paragon Controls and SCADA

### Other:

- ◆ Willingness to work split shifts

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.



# WHOLESALE AND RETAIL BUYERS, EXCEPT FARM PRODUCTS

Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products.

**Alternate Titles:** Buyer, Salesman, Manager, Store Manager

**Responding Firms: 15 - Representing 193 employees**

## EMPLOYMENT TRENDS

**Employment Development Department forecast:**

- ◆ **Occupation Size 2003:** Small - 5,570
- ◆ **Occupation Size 2008:** Small - 5,370
- ◆ **Growth Rate:** Slow decline - (-5.0%)
- ◆ **Total Openings 2003 - 2008:** 779

**Responding firms' forecast:**

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	80%	13%
Next 24 Months	0%	60%	40%

## WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2008
Drug Stores and Proprietary Stores	9.2
Miscellaneous Durable Goods	8.2
Professional & Commercial Equipment	7.6
Machinery, Equipment, and Supplies	7.0
Miscellaneous Shopping Goods Stores	5.9

## RECRUITMENT

**Most successful recruitment methods used:**

◆ Newspaper Ads	87%
◆ Employee Referrals	67%
◆ In-House Promotion or Transfer	33%
◆ Internet	33%
◆ Other (word of mouth, head hunters)	27%
◆ Walk-In Applicants	13%
◆ Trade Journals	13%

## WORK PATTERNS

### Hours:

96% reported full-time employees, averaging 40 hours weekly  
4% reported part-time employees, averaging 18 hours weekly

### Shifts:

100% of responding firms offer day shifts

## SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	●	○	○

- ◆ **Gender Ratio:** 44% Female 56% Male

- ◆ **Turnover Rate:** 9% over the past 12 months

## CAREER LADDERS

- ◆ **27% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Order Clerk, Customer Service Representative
- ◆ **27% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Director, General Manager, Sales Manager
- ◆ **Important qualifications for advancement:** Leadership abilities, customer service skills, problem solving skills, department knowledge, interpersonal skills, organizational skills, supervisory skills

## WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.00 - \$21.58	\$ 9.11
New Hires, With Experience	\$ 6.75 - \$23.97	\$15.34
3+ Yrs Experience With Firm	\$ 8.00 - \$35.96	\$25.00
0% of firms surveyed were unionized Additional wages ranging from \$ .61 - \$4.79 per hour, in the form of bonuses or commission, were reported by 13% of responding firms.		

## BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	33%	-	40%	-	-	-
Dental	13%	-	27%	-	7%	-
Vision	7%	-	20%	-	-	-
Life	27%	-	7%	-	-	-
Sick Leave	33%	-	13%	-	-	-
Vacation	53%	50%	20%	-	-	-
Retirement	13%	-	13%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

## EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	73%	13%	13%	Length: 6 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	46%	54%	-	Length: 6 - 60 months Titles: Fisherman, Retail Sales/Management, Inside Business to Business Sales, Accounting
Is training accepted in lieu of experience?	8%	92%	-	Length: 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

## IMPORTANT QUALIFICATIONS

### Knowledge:

- ◆ Economic principles
- ◆ Understanding of inventory techniques

### Skills/Abilities:

#### General

- ◆ Public contact
- ◆ Effective writing
- ◆ Record keeping
- ◆ Verbal presentation
- ◆ Oral communication
- ◆ Telephone answering
- ◆ Working under pressure
- ◆ Reading and following instructions

#### Physical

- ◆ N/A

#### Technical

- ◆ Supervisory
- ◆ Business math
- ◆ Following purchasing procedures
- ◆ Demonstrating knowledge of specific products

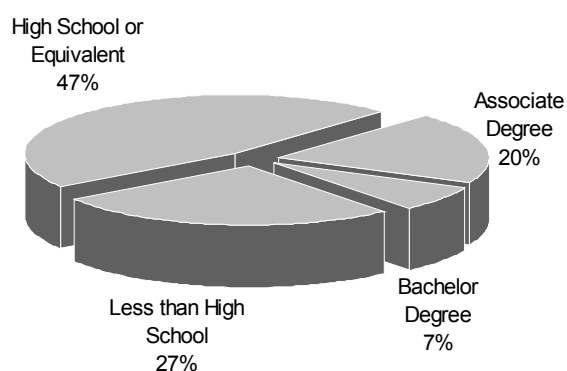
#### Computer

- ◆ Microsoft Office

### Other:

- ◆ Completion of marketing courses
- ◆ Possession of a valid driver's license

## EDUCATION



## AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

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# *TRAINING PROVIDER DIRECTORY*

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## **TRAINING PROVIDERS LISTED BY OCCUPATION**

The California Training and Education Providers (CTEP) is a joint project of the California Cooperative Occupational Information System (CCOIS), the Employment Development Department Labor Market Information Division and the California Career Resource Network (CalCRN). The information in this section has been compiled to provide state and local employment and training personnel, local employers, career counselors and job seekers information about training programs located in Los Angeles County.

**NOTE:** In the following section, the occupations studied in the 2003-2004 report are listed in alphabetical order. Training providers offering programs related to each occupation are listed alphabetically below the occupational title. For additional training provider information, please refer to the Training Providers – Listed by School section.

**DISCLAIMER:** The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

# TRAINING PROVIDERS

## Automotive Service Technicians and Mechanics

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ALHAMBRA ADULT EDUCATION  
AMERICAN AUTO INSTITUTE  
AMERICAN PACIFIC COLLEGE  
ASOCIACION HISPANA DE TECNICOS AUTOMOTRICES (AHITA)  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BELLFLOWER USD ROP  
BELMONT COMMUNITY ADULT SCHOOL  
CALIFORNIA ART INSTITUTE  
CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ  
CERRITOS COLLEGE  
CITRUS COLLEGE  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
DYNAMIC EDUCATIONAL SERVICES INC. (DESI)  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES OCCUPATIONAL CENTER  
EAST LOS ANGELES SKILLS CENTER  
EL CAMINO COLLEGE  
EL RANCHO ADULT SCHOOL  
ESCUELAS LEICESTER  
FAIRFAX COMMUNITY ADULT SCHOOL  
FREMONT COMMUNITY ADULT SCHOOL  
GDS INSTITUTE  
HACIENDA LA PUENTE ADULT EDUCATION  
HARBOR OCCUPATIONAL CENTER  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
HEMPHILL SCHOOLS  
HUNTINGTON PARK COMMUNITY ADULT SCHOOL  
IDEAL TRAINING CENTER  
INTERNATIONAL TECHNICAL SCHOOLS, INC  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LIBERTY TRAINING INSTITUTE  
LONG BEACH CITY COLLEGE  
LOS ANGELES COUNTY PASADENA ROP  
LOS ANGELES COUNTY ROP  
LOS ANGELES HARBOR COLLEGE  
LOS ANGELES PIERCE COLLEGE  
LOS ANGELES TRADE - TECHNICAL COLLEGE  
LOS ANGELES URBAN LEAGUE AUTOMOTIVE TRAINING CENTER  
NEW LOS ANGELES AUTOMOTIVE TRAINING CORPORATION, THE  
NORTH VALLEY OCCUPATIONAL CENTER  
OPPORTUNITIES INDUSTRIALIZATION CENTER  
PASADENA CITY COLLEGE  
RIO HONDO COLLEGE  
ROMAN WARD TECHNICAL INSTITUTE  
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM  
SAN PEDRO-WILMINGTON SKILLS CENTER  
SANTA MONICA COLLEGE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
T & R HIGH TECH INSTITUTE, INC  
TECH - USA  
TECHNICAL COLLEGE  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
UNITEC  
VENICE COMMUNITY ADULT SCHOOL  
VOCATIONAL TECHNICAL SCHOOL  
WEST LOS ANGELES COLLEGE  
WEST VALLEY OCCUPATIONAL CENTER  
WILSON-LINCOLN COMMUNITY ADULT SCHOOL

## Bookkeeping, Accounting, and Auditing Clerks

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ACADEMY OF ENGLISH LANGUAGE  
ADELANTE CAREER INSTITUTE-VAN NUYS  
ADVANCED COMPUTING INSTITUTE  
AMERICAN COMPUTER INSTITUTE INC  
AMERICAN PACIFIC COLLEGE  
AMERITECH COLLEGE  
AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS  
BECKER CONVISER CPA REVIEW  
CAL LION INSTITUTE  
CAREER PLANNING CENTER INC.

CARTER VOCATIONAL SCHOOL  
CERRITOS COLLEGE  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPU.COLLEGE  
COMPUTER CAREER CONNECTION  
DOWNEY ADULT SCHOOL  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES SKILLS CENTER  
EXCEPTIONAL ADULT SCHOOL  
GLENDALE COMMUNITY COLLEGE  
HAMILTON ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
HEALTH AND CAREER INSTITUTE  
ICDC COLLEGE  
INTERCOAST COLLEGES  
INTERNATIONAL CAREER COLLEGE INC  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
KELLER GRADUATE SCHOOL OF MANAGEMENT OF DEVRY UNIVERSITY  
LARSON TRAINING CENTERS INC.  
LAUSD-METROPOLITAN SKILLS CENTER  
LEVY ADULT CENTER  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LOS ANGELES VALLEY COLLEGE  
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES  
METROPOLITAN COLLEGIATE INSTITUTE  
MONROVIA ADULT SCHOOL  
MONTEREY PARK COLLEGE  
MT SAN ANTONIO COLLEGE  
MULTIMEDIA INSTITUTE  
NATIONAL POLYTECHNIC COLLEGE  
NORTH AMERICAN INSTITUTE  
PACIFIC STATES UNIVERSITY  
PREMIER TRAINING CENTERS  
PREMIERE CAREER COLLEGE  
RIO HONDO COLLEGE  
ROSS BUSINESS INSTITUTE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SUPPORTIVE VOCATIONAL SCHOOL  
TECHNICAL COLLEGE  
TECHNICAL SCHOOL INC., THE  
TRAVEL AND TRADE CAREER INSTITUTE  
UNIVERSITY OF LA VERNE  
WEST LOS ANGELES COLLEGE  
WESTECH COLLEGE  
WILSHIRE INTERNATIONAL COLLEGE

## Brokerage Clerks

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ACADEMY OF ENGLISH LANGUAGE  
ADVANCED COMPUTING INSTITUTE  
AMERICAN PACIFIC COLLEGE  
AMERITECH COLLEGE  
AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS  
CAL LION INSTITUTE  
CAREER PLANNING CENTER INC.  
CARTER VOCATIONAL SCHOOL  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPU.COLLEGE  
COMPUTER CAREER CONNECTION  
DOWNEY ADULT SCHOOL  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES SKILLS CENTER  
EXCEPTIONAL ADULT SCHOOL  
GLENDALE COMMUNITY COLLEGE  
HAMILTON ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
HEALTH AND CAREER INSTITUTE  
ICDC COLLEGE  
INTERCOAST COLLEGES  
INTERNATIONAL CAREER COLLEGE INC  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
LARSON TRAINING CENTERS INC.

## LISTED BY OCCUPATION

LAUSD-METROPOLITAN SKILLS CENTER  
LEVY ADULT CENTER  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES  
MONROVIA ADULT SCHOOL  
MONTEREY PARK COLLEGE  
MULTIMEDIA INSTITUTE  
NATIONAL POLYTECHNIC COLLEGE  
PREMIER TRAINING CENTERS  
PREMIERE CAREER COLLEGE  
RIO HONDO COLLEGE  
ROSS BUSINESS INSTITUTE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SUPPORTIVE VOCATIONAL SCHOOL  
TECHNICAL COLLEGE  
TECHNICAL SCHOOL INC., THE  
TRAVEL AND TRADE CAREER INSTITUTE  
UNIVERSITY OF LA VERNE  
WEST LOS ANGELES COLLEGE  
WESTTECH COLLEGE

### Budget Analysts

A & B OFFICE INCOME TAX TRAINING SCHOOL  
ADVANCED AMERICAN COLLEGE  
AMERI.COM COLLEGE  
ASCENT CAREER COLLEGE  
BECKER CONVISER CPA REVIEW  
CALIFORNIA ART INSTITUTE  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED  
EDUCATION  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CERRITOS COLLEGE  
CINEMA TRAINING CENTER  
CITRUS COLLEGE  
CITY UNIVERSITY  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
COMPUMATICS COMPUTER TRAINING  
CONTRACTED COMPUTER TRAINING, INC.  
DEVRY UNIVERSITY  
DYNASTY INSTITUTE, INC.,  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES OCCUPATIONAL CENTER  
EAST LOS ANGELES TECHNICAL COLLEGE  
EL CAMINO COLLEGE  
GLENDALE COMMUNITY COLLEGE  
GOTRAIN INC.  
ICDC COLLEGE  
INSTITUTE OF COMPUTER TECHNOLOGY  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
KENSINGTON UNIVERSITY  
LEARNING TREE UNIVERSITY  
LIBERTY TRAINING INSTITUTE  
LIKIE FASHION & TECHNOLOGY COLLEGE  
LONG BEACH CITY COLLEGE  
LONG BEACH REGIONAL OCCUPATIONAL PROGRAMS  
LOS ANGELES CITY COLLEGE  
LOS ANGELES HARBOR COLLEGE  
LOS ANGELES MISSION COLLEGE  
LOS ANGELES ORT TECHNICAL INSTITUTE  
LOS ANGELES ORT TECHNICAL INSTITUTE - SHERMAN OAKS  
BRANCH  
LOS ANGELES SOUTHWEST COLLEGE  
LOS ANGELES TRADE - TECHNICAL COLLEGE  
LOS ANGELES VALLEY COLLEGE  
LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
MARIAN HEALTH CAREERS CENTER  
MASTER'S COLLEGE AND SEMINARY  
MT SAN ANTONIO COLLEGE  
NEW HORIZONS COMPUTER LEARNING CENTER  
NORWALK-LA MIRADA ADULT SCHOOL  
PACIFIC WESTERN UNIVERSITY  
PASADENA CITY COLLEGE  
PEPPERDINE UNIVERSITY  
PRACTICAL DATA PROCESSING SCHOOL  
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM

SANTA MONICA COLLEGE  
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER  
(SCROC)  
T & R HIGH TECH INSTITUTE, INC  
TRI-COMMUNITY ADULT EDUCATION  
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING  
CENTER)  
UNIVERSITY OF PHOENIX AT EDWARDS AIR FORCE BASE  
UNIVERSITY OF SOUTHERN CALIFORNIA  
WEST LOS ANGELES COLLEGE  
WEST VALLEY OCCUPATIONAL CENTER  
WHITTIER ADULT SCHOOL  
WILSHIRE INTERNATIONAL COLLEGE

### Bus Drivers, School

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ASSERT INC.  
AZTLAN TRUCKING SCHOOL  
CAMINO REAL CAREER SCHOOLS  
COLLEGE OF INSTRUMENT TECHNOLOGY  
DOOTSON SCHOOL OF TRUCKING  
EDISON TRUCK DRIVING SCHOOL  
EL MONTE TRUCK DRIVING SCHOOL  
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA  
IMPERIAL TRUCK DRIVING SCHOOL  
JR TRUCK DRIVING SCHOOL  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LAS AMERICA TRUCKING SCHOOL  
LEWIS E KELLEY PROFESSIONAL ACADEMY OF CHAUFFEURING  
LINCOLN SCHOOL OF TRUCKING  
LOS ANGELES COUNTY ROP  
SAN PEDRO-WILMINGTON SKILLS CENTER  
TORO SCHOOL OF TRUCK DRIVING  
TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING  
SCHOOL  
UNIVERSAL TRUCK DRIVING SCHOOL

### Carpet Installers

AMERICAN SCHOOLS  
ASSOCIATED TRAINING SPECIALISTS  
AV CONTRACTORS LICENSE SCHOOL  
AVIS CONTRACTORS LICENSE SERVICE CENTER INC.  
CALIFORNIA ART INSTITUTE  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED  
EDUCATION  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL  
PROGRAM  
CONTRACTORS LICENSE LEARNING CENTER  
CONTRACTORS STATE LICENSE SCHOOLS  
CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE  
DYNAMIC EDUCATIONAL SERVICES INC. (DESI)  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL  
PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES OCCUPATIONAL CENTER  
HAMILTON ADULT SCHOOL  
LAUSD SOUTH GATE COMMUNITY ADULT SCHOOL  
LAUSD-METROPOLITAN SKILLS CENTER  
LICENSE INSTRUCTION SCHOOLS  
ROMAN WARD TECHNICAL INSTITUTE  
SAN PEDRO-WILMINGTON SKILLS CENTER  
SANTA MONICA COLLEGE  
SOUTH CENTRAL COMMUNITY CENTER  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

### Civil Engineering Technicians

ADVANCE INSTITUTE OF HEALTH AND TECHNOLOGY  
ANTELOPE VALLEY COLLEGE  
AVIS CONTRACTORS LICENSE SERVICE CENTER INC.  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
CONTRACTORS LICENSE LEARNING CENTER  
CONTRACTORS STATE LICENSE SCHOOLS  
CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE  
EL CAMINO COLLEGE  
GRANDVIEW CALIFORNIA SCHOOL  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
KENSINGTON UNIVERSITY  
PASADENA CITY COLLEGE  
WEST VALLEY OCCUPATIONAL CENTER

# TRAINING PROVIDERS

## Coating, Painting, and Spraying Machine Setters, Operators, and Tenders

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
CERRITOS COLLEGE  
COAST CAREER INSTITUTE  
COMPTON COMMUNITY COLLEGE  
EAST LOS ANGELES SKILLS CENTER  
EL CAMINO COLLEGE  
EL MONTE ROSEMEAD ADULT SCHOOL  
GLENDALE COMMUNITY COLLEGE  
HACIENDA LA PUENTE ADULT EDUCATION  
HARBOR OCCUPATIONAL CENTER  
LOS ANGELES CHAPTER NATIONAL TOOLING & MACHINING ASSOCIATION TRAINING CENTER  
LOS ANGELES HARBOR COLLEGE  
MERCEDES VOCATIONAL SCHOOL  
PASADENA CITY COLLEGE  
ROMAN WARD TECHNICAL INSTITUTE  
VENICE COMMUNITY ADULT SCHOOL

## Correctional Officers and Jailers

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
EAST LOS ANGELES COLLEGE  
RIO HONDO COLLEGE

## Curators

ART CENTER COLLEGE OF DESIGN  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CENTINELA VALLEY ADULT SCHOOL  
GLENDALE COMMUNITY COLLEGE  
LOS ANGELES SOUTHWEST COLLEGE  
LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES  
MT SAN ANTONIO COLLEGE  
OCCIDENTAL COLLEGE  
SANTA MONICA COLLEGE  
UNIVERSITY OF SOUTHERN CALIFORNIA  
WHITTIER COLLEGE

## Dietetic Technicians

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
DYNASTY INSTITUTE, INC.,  
GLENDALE COMMUNITY COLLEGE  
LONG BEACH CITY COLLEGE

## Dietitians and Nutritionists

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
DYNASTY INSTITUTE, INC.,  
FELDE PUBLICATIONS & PROGRAMS  
GLENDALE COMMUNITY COLLEGE  
LONG BEACH CITY COLLEGE  
TECHNICAL SCHOOL INC., THE

## Engine and Other Machine Assemblers

A+ NETWORK COMPUTER  
ABC SCHOOL OF TECHNOLOGY  
ADVANCED AMERICAN COLLEGE  
ADVANCED CAREER COLLEGE-PALMDALE  
ADVANCED COMPUTING INSTITUTE  
ADVANTAGE CAREER TRAINING  
ALTA TECH ACADEMY  
AMERICAN COMMUNICATIONS INSTITUTE  
AMERICAN COMPUTER INSTITUTE INC  
AMERICAN COMPUTER TRAINING

AMERICAN PACIFIC COLLEGE  
AMERICANA COLLEGE  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
ARTISAN COMPUTER & NETWORK CENTER  
AVIATION & ELECTRONIC SCHOOLS OF AMERICA  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BASSETT ADULT SCHOOL  
BELLFLOWER USD ROP  
BELMONT COMMUNITY ADULT SCHOOL  
BPC INTERNATIONAL NETWORK ENGINEERING, INC  
BUSINESS COMMUNICATIONS INSTITUTE (BCI)  
BUSINESS LEARNING CENTER INC  
BUSINESS TRAINING SCHOOLS, INC  
CAL TECH EDUCATION COLLEGE  
CALEDONIAN  
CBE TECHNOLOGIES  
COLLEGE OF THE CANYONS  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPUTATICS COMPUTER TRAINING  
COMPUTER CAREER CONNECTION  
COMPUTER EDUCATION INSTITUTE  
COMPUTER INSTITUTE OF TECHNOLOGY  
CRESCENT COLLEGE  
DISCOVERY TRAINING CENTER  
EAST LOS ANGELES SKILLS CENTER  
EDNET CAREER INSTITUTE  
ELECTRONIC TRAINING CENTER  
ESCUELAS LEICESTER  
FREMONT COMMUNITY ADULT SCHOOL  
GARDENA-CARSON COMMUNITY ADULT SCHOOL  
GATES COLLEGE  
GDS INSTITUTE  
HACIENDA LA PUENTE ADULT EDUCATION  
HARBOR OCCUPATIONAL CENTER  
HARNITA VOCATIONAL CENTER  
HEMPHILL SCHOOLS  
HUNTINGTON PARK COMMUNITY ADULT SCHOOL  
ICDC COLLEGE  
IDEAL TRAINING CENTER  
INGLEWOOD ADULT SCHOOL  
INTERNATIONAL CAREER COLLEGE INC  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
INTERNATIONAL TECHNICAL SCHOOLS, INC  
IT TRACKS INSTITUTE  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LATIS CAREER COLLEGE  
LAUSD-METROPOLITAN SKILLS CENTER  
LEARNING TREE INTERNATIONAL  
LINDSEY ELECTRONIC OCCUPATIONS JOB TRAINING & PLACEMENT SERVICE  
LONG BEACH REGIONAL OCCUPATIONAL PROGRAMS  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LYNWOOD ADULT SCHOOL  
MERCEDES VOCATIONAL SCHOOL  
NEW HORIZONS COMPUTER LEARNING CENTER  
NORWALK-LA MIRADA ADULT SCHOOL  
POWER SKILLS CENTER  
PREMIER TRAINING CENTERS  
PROFESSIONAL CAREER INSTITUTE  
RIGHT-TRACK LEARNING CENTER  
ROSS BUSINESS INSTITUTE  
RWM FIBER OPTICS  
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM  
SOFTWARE QUALITY SCHOOL  
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
T & R HIGH TECH INSTITUTE, INC  
TECHNICAL COLLEGE  
THE RIGHT WAY COMPUTER TRAINING CENTER  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
VENICE SKILLS CENTER  
VENICE UNIVERSITY/PALISADES COMMUNITY ADULT SCHOOL & SKILLS CENTER  
WELFARE TO WORK PARTNERS – DBA FAST TRACK-LA  
WEST VALLEY OCCUPATIONAL CENTER

## Fire Inspectors and Investigators

ANTELOPE VALLEY COLLEGE



BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
 BELLFLOWER USD ROP  
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 COLLEGE OF THE CANYONS  
 COMPTON COMMUNITY COLLEGE  
 COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
 DIFAI TRAINING INSTITUTE  
 EAST LOS ANGELES COLLEGE  
 EL CAMINO COLLEGE  
 GLENDALE COMMUNITY COLLEGE  
 HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
 LONG BEACH CITY COLLEGE  
 LOS ANGELES HARBOR COLLEGE  
 LOS ANGELES VALLEY COLLEGE  
 LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
 PASADENA CITY COLLEGE  
 RIO HONDO COLLEGE  
 SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM  
 SANTA MONICA COLLEGE  
 WEST LOS ANGELES COLLEGE

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
 UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

## General and Operations Managers

ABRAHAM LINCOLN UNIVERSITY  
 AMERICAN INTER-CONTINENTAL UNIVERSITY  
 ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
 ANTIOCH UNIVERSITY, LOS ANGELES  
 BELLFLOWER USD ROP  
 BRYMAN COLLEGE  
 BRYMAN COLLEGE - WHITTER  
 CALIFORNIA AMERICAN UNIVERSITY  
 CALIFORNIA INTERNATIONAL UNIVERSITY  
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION  
 CALIFORNIA STATE UNIVERSITY, LONG BEACH  
 CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES  
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION  
 CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
 CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY  
 CERRITOS COLLEGE  
 CITRUS COLLEGE  
 COLLEGE OF THE CANYONS  
 COMPTON COMMUNITY COLLEGE  
 CRESCENT COLLEGE  
 CSI BRYMAN COLLEGE-EL MONTE  
 DEVRY UNIVERSITY  
 EAST LOS ANGELES COLLEGE  
 FOREIGN TRADE INSTITUTE  
 GLENDALE COMMUNITY COLLEGE  
 GOTRAIN INC.  
 HSI LAI UNIVERSITY  
 HUBBARD COLLEGE OF ADMINISTRATION  
 ICDC COLLEGE  
 INSTITUTE OF COMPUTER TECHNOLOGY  
 INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
 KELLER GRADUATE SCHOOL OF MANAGEMENT OF DEVRY UNIVERSITY  
 KENSINGTON UNIVERSITY  
 LEARNING TREE UNIVERSITY  
 LIFE CHRISTIAN UNIVERSITY  
 LIKIE FASHION & TECHNOLOGY COLLEGE  
 LONG BEACH CITY COLLEGE  
 LOS ANGELES CITY COLLEGE  
 LOS ANGELES HARBOR COLLEGE  
 LOS ANGELES MISSION COLLEGE  
 LOS ANGELES PIERCE COLLEGE  
 LOS ANGELES SOUTHWEST COLLEGE  
 LOS ANGELES VALLEY COLLEGE  
 LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
 MARYMOUNT COLLEGE  
 MASTER'S COLLEGE AND SEMINARY  
 MOUNT ST. MARY'S COLLEGE  
 NEW BRIDGE UNIVERSITY  
 OCCIDENTAL COLLEGE  
 OPPORTUNITIES INDUSTRIALIZATION CENTER  
 PACIFIC STATES UNIVERSITY  
 PACIFIC WESTERN UNIVERSITY  
 PASADENA CITY COLLEGE  
 PEPPERDINE UNIVERSITY  
 RIO HONDO COLLEGE  
 ROSS BUSINESS INSTITUTE  
 TRAVEL AND TRADE CAREER INSTITUTE  
 UCLA ANDERSON SCHOOL OF MANAGEMENT  
 UNION INSTITUTE  
 UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES  
 UNIVERSITY OF LA VERNE  
 UNIVERSITY OF PHOENIX AT EDWARDS AIR FORCE BASE  
 UNIVERSITY OF SOUTHERN CALIFORNIA  
 WEBSTER UNIVERSITY  
 WEST LOS ANGELES COLLEGE  
 WHITTIER COLLEGE  
 YUIN UNIVERSITY

## First-Line Supervisors/Managers of Housekeeping and Janitorial Workers

EL MONTE ROSEMEAD ADULT SCHOOL  
 GARDENA-CARSON COMMUNITY ADULT SCHOOL  
 MANUAL ARTS/JEFFERSON COMMUNITY ADULT SCHOOL

## First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers

AZUSA ADULT SCHOOL  
 BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
 BARTENDERS TRAINING INSTITUTE OF AMERICA  
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
 CERRITOS COLLEGE  
 COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
 DOWNEY ADULT SCHOOL  
 DYNAMIC EDUCATIONAL SERVICES INC. (DESI)  
 HACIENDA LA PUENTE ADULT EDUCATION  
 HARBOR OCCUPATIONAL CENTER  
 LONG BEACH REGIONAL OCCUPATIONAL PROGRAMS  
 NORTH VALLEY OCCUPATIONAL CENTER  
 SAN PEDRO-WILMINGTON SKILLS CENTER  
 SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
 TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
 WEST VALLEY OCCUPATIONAL CENTER

## Food Service Managers

ACADEMY PACIFIC BUSINESS & TRAVEL COLLEGE  
 ADVANCED EDUCATION CENTER  
 AMERICAN COLLEGE OF BUSINESS  
 BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
 BARTENDERS TRAINING INSTITUTE OF AMERICA  
 CALIFORNIA SCHOOL OF CULINARY ARTS  
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION  
 COLLEGE OF THE CANYONS  
 COMPTON COMMUNITY COLLEGE  
 COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
 DOWNEY ADULT SCHOOL  
 GLENDALE COMMUNITY COLLEGE  
 HARBOR OCCUPATIONAL CENTER  
 HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
 LONG BEACH CITY COLLEGE  
 LOS ANGELES COUNTY ROP  
 PASADENA CITY COLLEGE  
 ROSCOE'S TRAINING CENTER  
 SAN PEDRO-WILMINGTON SKILLS CENTER  
 SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
 TRAV-L-WORLD COLLEGE AND AGENCY



# TRAINING PROVIDERS

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## Graphic Designers

A B C ADULT SCHOOL  
ABC ADULT SCHOOL/CABRILLO LANE CAMPUS  
ABRAM FRIEDMAN OCCUPATIONAL CENTER  
AMERICAN ANIMATION INSTITUTE  
AMERICAN COMMUNICATIONS INSTITUTE  
AMERICAN COMPUTER INSTITUTE INC  
AMERICAN COMPUTER TRAINING  
AMERICAN INTER-CONTINENTAL UNIVERSITY  
ANTELOPE VALLEY COLLEGE  
ART CENTER COLLEGE OF DESIGN  
ART INSTITUTE OF LOS ANGELES  
ASSOCIATES IN ART  
CAL TECH EDUCATION COLLEGE  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CITRUS COLLEGE  
COMPUTER INSTITUTE OF TECHNOLOGY  
CONTRACTED COMPUTER TRAINING, INC.  
EAST LOS ANGELES OCCUPATIONAL CENTER  
EDNET CAREER INSTITUTE  
FASHION INSTITUTE OF DESIGN AND MERCHANDISING  
GNOMON INC., SCHOOL OF VISUAL EFFECTS FOR FILM, TELEVISION & GAMES  
GOTRAIN INC.  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
IT TRACKS INSTITUTE  
LEARNING TREE UNIVERSITY  
LOS ANGELES CITY COLLEGE  
LOS ANGELES COUNTY ROP  
LOS ANGELES ORT TECHNICAL INSTITUTE  
LOS ANGELES ORT TECHNICAL INSTITUTE - SHERMAN OAKS BRANCH  
LOS ANGELES PIERCE COLLEGE  
MARYMOUNT COLLEGE  
MULTIMEDIA INSTITUTE  
PACIFIC INSTITUTE OF ART & DESIGN  
PASADENA CITY COLLEGE  
PGM FASHION SCHOOL  
PLATT COLLEGE  
REBECCA'S VOCATIONAL SCHOOL  
SANTA MONICA COLLEGE  
TRAVEL AND TRADE CAREER INSTITUTE  
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES  
WEST LOS ANGELES COLLEGE  
WEST VALLEY OCCUPATIONAL CENTER  
WESTWOOD COLLEGE OF TECHNOLOGY

## Hazardous Materials Removal Workers

AMERICAN SCHOOLS  
ASSOCIATED TRAINING SPECIALISTS  
AV CONTRACTORS LICENSE SCHOOL  
AVIS CONTRACTORS LICENSE SERVICE CENTER INC.  
CALIFORNIA ART INSTITUTE  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
CONTRACTORS LICENSE LEARNING CENTER  
CONTRACTORS STATE LICENSE SCHOOLS  
CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE  
DYNAMIC EDUCATIONAL SERVICES INC. (DES)  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES OCCUPATIONAL CENTER  
HAMILTON ADULT SCHOOL  
LAUSD SOUTH GATE COMMUNITY ADULT SCHOOL  
LAUSD-METROPOLITAN SKILLS CENTER  
LICENSE INSTRUCTION SCHOOLS  
ROMAN WARD TECHNICAL INSTITUTE  
SAN PEDRO-WILMINGTON SKILLS CENTER  
SANTA MONICA COLLEGE  
SOUTH CENTRAL COMMUNITY CENTER  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

## Helpers--Electricians

CENTINELA VALLEY ADULT SCHOOL  
EL CAMINO COLLEGE  
HARBOR OCCUPATIONAL CENTER  
INTERNATIONAL TECHNICAL SCHOOLS, INC  
NATIONAL INSTITUTE OF TECHNOLOGY

## Industrial Machinery Mechanics

MERCEDES VOCATIONAL SCHOOL

## Massage Therapists

BARTENDERS TRAINING INSTITUTE OF AMERICA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
DOWNEY ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

## Medical and Clinical Laboratory Technicians

AMERICAN COLLEGE OF MEDICAL TECHNOLOGY  
AMERICAN INSTITUTE OF RENAL TECHNOLOGY  
ANTELOPE VALLEY MEDICAL COLLEGE  
BRYMAN COLLEGE - WHITTER  
CLARITA CAREER COLLEGE  
GDS INSTITUTE  
WALTER JAY M.D. INSTITUTE, AN EDUCATIONAL CENTER

## Medical and Clinical Laboratory Technologists

AMERICAN INSTITUTE OF HEALTH SCIENCE  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
MAXINE WATERS EMPLOYMENT PREPARATION CENTER  
PASADENA CITY COLLEGE

## Medical Appliance Technicians

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION

## Medical Assistants

ADELANTE CAREER INSTITUTE-VAN NUYS  
ALTA TECH ACADEMY  
AMA COMPUTER COLLEGE USA INC  
AMERICAN CAREER COLLEGE  
AMERICAN COLLEGE OF MEDICAL TECHNOLOGY  
AMERICAN INSTITUTE OF HEALTH SCIENCE  
AMERICANA COLLEGE  
AMERITECH COLLEGE  
ANTELOPE VALLEY COLLEGE  
ANTELOPE VALLEY MEDICAL COLLEGE  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
ASSOCIATED TECHNICAL COLLEGE  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BRYMAN COLLEGE  
BRYMAN COLLEGE - EL MONTE  
BRYMAN COLLEGE - LOS ANGELES  
BRYMAN COLLEGE - WHITTER  
CALIFORNIA INSTITUTE OF CUSTOM ENGINEERING  
CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE  
CAREER CARE INSTITUTE  
CAREER COLLEGES OF AMERICA  
CASA LOMA COLLEGE  
CENTINELA VALLEY ADULT SCHOOL  
CENTRAL MEDICAL CENTER  
CERRITOS COLLEGE  
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE  
CITRUS COLLEGE  
CLARITA CAREER COLLEGE  
CMC VOCATIONAL SCHOOL  
COLLEGE OF THE CANYONS

COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPUTER & CAREER INSTITUTE  
CONCORDE CAREER INSTITUTE  
CRESCENT COLLEGE  
CSI BRYMAN COLLEGE-EL MONTE  
CSI BRYMAN COLLEGE-GARDENA  
DOWNEY ADULT SCHOOL  
DVS COLLEGE  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES SKILLS CENTER  
EL MONTE ROSEMEAD ADULT SCHOOL  
EXCEPTIONAL ADULT SCHOOL  
GLENDALE CAREER COLLEGE  
GLENDALE COMMUNITY COLLEGE  
HACIENDA LA PUENTE ADULT EDUCATION  
HARBOR OCCUPATIONAL CENTER  
ICDC COLLEGE  
INTERCOAST COLLEGES  
INTERNATIONAL CAREER COLLEGE INC  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
INTERNATIONAL TRAINING CAREER TRAVEL INSTITUTE  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LADERA CAREER PATHS TRAINING CENTERS  
LARSON TRAINING CENTERS INC.  
LIBERTY TRAINING INSTITUTE  
LONG BEACH CITY COLLEGE  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LOS ANGELES COUNTY ROP  
LOS ANGELES ORT TECHNICAL INSTITUTE  
MARIAN HEALTH CAREERS CENTER  
MEDICAL INSTITUTE VOCATIONAL SCHOOL  
MODERN TECHNOLOGY SCHOOL OF X-RAY  
MONROVIA ADULT SCHOOL  
NATIONAL EDUCATION CENTER, BRYMAN CAMPUS  
NATIONAL INSTITUTE OF TECHNOLOGY  
NATIONAL POLYTECHNIC COLLEGE  
NORTH VALLEY OCCUPATIONAL CENTER  
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS  
PASADENA CITY COLLEGE  
PREMIER TRAINING CENTERS  
PREMIERE CAREER COLLEGE  
PROFESSIONAL CAREER INSTITUTE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
UNITED EDUCATION INSTITUTE  
WALTER JAY M.D. INSTITUTE, AN EDUCATIONAL CENTER  
WHITTIER ADULT SCHOOL

SANTA MONICA COLLEGE  
TRAVEL AND TRADE CAREER INSTITUTE  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
WEST COAST SCHOOL OF TRAVEL  
WEST LOS ANGELES COLLEGE

## Operating Engineers and Other Construction Equipment Operator

COLLEGE OF INSTRUMENT TECHNOLOGY

## Order Clerks

A B C ADULT SCHOOL  
ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ADELANTE CAREER INSTITUTE-VAN NUYS  
ADVANCED COMPUTING INSTITUTE  
ALHAMBRA ADULT EDUCATION  
AMERICAN COMMUNICATIONS INSTITUTE  
AMERICAN COMPUTER TRAINING  
AMERICAN PACIFIC COLLEGE  
ANTELOPE VALLEY COLLEGE  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
AUPCS COMPUTER TRAINING CENTER  
AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS  
AZUSA ADULT SCHOOL  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BASSETT ADULT SCHOOL  
BELLFLOWER USD ROP  
BELMONT COMMUNITY ADULT SCHOOL  
CAL LION INSTITUTE  
CBE TECHNOLOGIES  
CHICANA SERVICE ACTION CENTER INC  
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPUTATICS COMPUTER TRAINING  
COMPUTER CAREER CONNECTION  
COMPUTER EDUCATION INSTITUTE  
CULVER CITY ADULT SCHOOL  
DIGITAL DESIGN, LA  
DOWNEY ADULT SCHOOL  
DYNAMIC EDUCATIONAL SERVICES INC. (DESI)  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES OCCUPATIONAL CENTER  
EAST LOS ANGELES SKILLS CENTER  
EL RANCHO ADULT SCHOOL  
FAIRFAX COMMUNITY ADULT SCHOOL  
FOREIGN TRADE INSTITUTE  
FREMONT COMMUNITY ADULT SCHOOL  
GDS INSTITUTE  
GLENDALE CAREER COLLEGE  
GLENDALE COMMUNITY COLLEGE  
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY  
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA  
HAMILTON ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
HEALTH AND CAREER INSTITUTE  
ICDC COLLEGE  
INTELLITRAIN INC  
INTERNATIONAL CAREER COLLEGE INC  
JOBS FOR PROGRESS INC, SER - INST OF BUSINESS & TECHNOLOGY  
JOBS FOR PROGRESS INC, SER - SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM  
JORDAN-LOCKE COMMUNITY ADULT SCHOOL  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LARSON TRAINING CENTERS INC.  
LAUSD-METROPOLITAN SKILLS CENTER  
LEVY ADULT CENTER  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LOS ANGELES PIERCE COLLEGE  
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY CENTER  
MASHDOTS COLLEGE  
MEXICAN AMERICAN OPPORTUNITY FOUNDATION  
MONROVIA ADULT SCHOOL  
MONTEREY PARK COLLEGE

## Medical Records and Health Information Technicians

AMERITECH COLLEGE  
ARTS & EDUCATION INSTITUTE  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
CAREER COLLEGE CONSULTANTS  
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE  
EAST LOS ANGELES COLLEGE  
EXCEPTIONAL ADULT SCHOOL  
HACIENDA LA PUENTE ADULT EDUCATION  
LADERA CAREER PATHS TRAINING CENTERS  
LARSON TRAINING CENTERS INC.  
LOS ANGELES ORT TECHNICAL INSTITUTE  
LYNWOOD ADULT SCHOOL  
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS  
WHITTIER ADULT SCHOOL

## Meeting and Convention Planners

AMERICAN SCHOOLS  
BARTENDERS TRAINING INSTITUTE OF AMERICA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIG TRAVEL SCHOOL  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
DOWNEY ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
JOBS FOR PROGRESS/SER SOUTH BAY

# TRAINING PROVIDERS

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MULTIMEDIA INSTITUTE  
NATIONAL COMPUTER TRAINING  
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS  
PARAMOUNT ADULT EDUCATION CENTER  
PASADENA CITY COLLEGE  
PREMIER TRAINING CENTERS  
PREMIERE CAREER COLLEGE  
SOUTH CENTRAL COMMUNITY CENTER  
SOUTH GATE COMMUNITY ADULT SCHOOL  
SOUTHEAST PROFESSIONAL CAREER COLLEGE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)  
ST FRANCIS CAREER COLLEGE  
SUPPORTIVE VOCATIONAL SCHOOL  
TELECOM TECH TRAINING  
VENICE SKILLS CENTER  
WALTER JAY M.D. INSTITUTE, AN EDUCATIONAL CENTER  
WHITTIER ADULT SCHOOL

## Physician Assistants

CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE  
WESTERN UNIVERSITY OF HEALTH SCIENCES

## Police and Sheriff's Patrol Officers

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
AGOURA HILLS TARGET RANGE  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
DIFAI TRAINING INSTITUTE  
EAST LOS ANGELES COLLEGE  
HARBOR OCCUPATIONAL CENTER  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
LOS ANGELES COUNTY ROP  
LOS ANGELES SOUTHWEST COLLEGE  
NICK HARRIS DETECTIVE ACADEMY  
RIO HONDO COLLEGE  
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM  
SAN PEDRO-WILMINGTON SKILLS CENTER  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM  
WEST COAST DETECTIVE TRAINING ACADEMY INC

## Police, Fire, and Ambulance Dispatchers

ABRAHAM LINCOLN UNIVERSITY  
AMERICAN INTER-CONTINENTAL UNIVERSITY  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
ANTIOCH UNIVERSITY, LOS ANGELES  
BRYMAN COLLEGE  
BRYMAN COLLEGE - WHITTER  
CALIFORNIA AMERICAN UNIVERSITY  
CALIFORNIA INTERNATIONAL UNIVERSITY  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY  
CERRITOS COLLEGE  
CITRUS COLLEGE  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
CRESCENT COLLEGE  
CSI BRYMAN COLLEGE-EL MONTE  
DEVRY UNIVERSITY  
EAST LOS ANGELES COLLEGE  
GLENDALE COMMUNITY COLLEGE  
GOTRAIN INC.  
HSI LAI UNIVERSITY  
HUBBARD COLLEGE OF ADMINISTRATION  
ICDC COLLEGE  
INSTITUTE OF COMPUTER TECHNOLOGY  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
KELLER GRADUATE SCHOOL OF MANAGEMENT OF DEVRY UNIVERSITY  
KENSINGTON UNIVERSITY

LEARNING TREE UNIVERSITY  
LIFE CHRISTIAN UNIVERSITY  
LIKIE FASHION & TECHNOLOGY COLLEGE  
LONG BEACH CITY COLLEGE  
LOS ANGELES HARBOR COLLEGE  
LOS ANGELES MISSION COLLEGE  
LOS ANGELES PIERCE COLLEGE  
LOS ANGELES SOUTHWEST COLLEGE  
LOS ANGELES VALLEY COLLEGE  
LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
MARYMOUNT COLLEGE  
MASTER'S COLLEGE AND SEMINARY  
MOUNT ST. MARY'S COLLEGE  
NEW BRIDGE UNIVERSITY  
OPPORTUNITIES INDUSTRIALIZATION CENTER  
PACIFIC STATES UNIVERSITY  
PACIFIC WESTERN UNIVERSITY  
PASADENA CITY COLLEGE  
PEPPERDINE UNIVERSITY  
RIO HONDO COLLEGE  
ROSS BUSINESS INSTITUTE  
UCLA ANDERSON SCHOOL OF MANAGEMENT  
UNION INSTITUTE  
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES  
UNIVERSITY OF LA VERNE  
UNIVERSITY OF PHOENIX AT EDWARDS AIR FORCE BASE  
UNIVERSITY OF SOUTHERN CALIFORNIA  
WEBSTER UNIVERSITY  
WEST LOS ANGELES COLLEGE  
WHITTIER COLLEGE  
YUIN UNIVERSITY

## Psychiatric Technicians

HACIENDA LA PUENTE ADULT EDUCATION  
MT SAN ANTONIO COLLEGE

## Public Relations Specialists

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
EAST LOS ANGELES COLLEGE  
GLENDALE COMMUNITY COLLEGE  
HUBBARD COLLEGE OF ADMINISTRATION  
LOS ANGELES CITY COLLEGE  
MASTER'S COLLEGE AND SEMINARY  
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

## Radiologic Technologists and Technicians

AMERICAN COLLEGE OF MEDICAL TECHNOLOGY  
BRYMAN COLLEGE - WHITTER  
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES OCCUPATIONAL CENTER  
EL CAMINO COLLEGE  
INTERNAL ENVIRONMENT INSTITUTE  
LONG BEACH CITY COLLEGE  
LOS ANGELES CITY COLLEGE  
MY DENTIST, SCHOOL FOR DENTAL ASSISTANTS  
NATIONAL INSTITUTE OF TECHNOLOGY  
PASADENA CITY COLLEGE  
PROFESSIONAL CAREER INSTITUTE

## Reservation and Transportation Ticket Agents and Travel Clerks

AMERICAN SCHOOLS  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
CALIG TRAVEL SCHOOL  
HAMILTON ADULT SCHOOL  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
JOBS FOR PROGRESS/SER SOUTH BAY  
LEVY ADULT CENTER  
SANTA MONICA COLLEGE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
TRAVEL AND TRADE CAREER INSTITUTE  
WEST COAST SCHOOL OF TRAVEL  
WEST LOS ANGELES COLLEGE

## Sheet Metal Workers

CENTINELA VALLEY ADULT SCHOOL  
L.A. SHEET METAL WORKERS' J.A.T.C.  
LONG BEACH CITY COLLEGE

## Tax Preparers

A & B OFFICE INCOME TAX TRAINING SCHOOL  
ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ACADEMY OF ENGLISH LANGUAGE  
ADVANCED COMPUTING INSTITUTE  
AMERICAN COMPUTER INSTITUTE INC  
AMERICAN COMPUTER TRAINING  
AMERICAN PACIFIC COLLEGE  
AMERICAN SCHOOLS  
AMERITECH COLLEGE  
AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS  
CAL LION INSTITUTE  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CAREER PLANNING CENTER INC.  
CARTER VOCATIONAL SCHOOL  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
COMPU.COLLEGE  
COMPUTER CAREER CONNECTION  
COSMOS REALTY SCHOOL  
DOWNEY ADULT SCHOOL  
DYNASTY INSTITUTE, INC.  
EAST LOS ANGELES COLLEGE  
EAST LOS ANGELES SKILLS CENTER  
EXCEPTIONAL ADULT SCHOOL  
GLENDALE COMMUNITY COLLEGE  
GOLDEN CITY PROFESSIONAL STUDIES  
H & R BLOCK TAX SCHOOL  
H & R BLOCK TAX TRAINING SCHOOL  
HAMILTON ADULT SCHOOL  
HARBOR OCCUPATIONAL CENTER  
HEALTH AND CAREER INSTITUTE  
HOME STUDY INC DBA AMERICAN SCHOOLS  
ICDC COLLEGE  
INTERCOAST COLLEGES  
INTERNATIONAL CAREER COLLEGE INC  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
LARSON TRAINING CENTERS INC.  
LAUSD-METROPOLITAN SKILLS CENTER  
LEVY ADULT CENTER  
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY  
LOS ANGELES MISSION COLLEGE  
LOS ANGELES PIERCE COLLEGE  
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES  
METROPOLITAN COLLEGIATE INSTITUTE  
MONROVIA ADULT SCHOOL  
MONTEREY PARK COLLEGE  
MT SAN ANTONIO COLLEGE  
MULTIMEDIA INSTITUTE  
NATIONAL POLYTECHNIC COLLEGE  
PREMIER TRAINING CENTERS  
PREMIERE CAREER COLLEGE  
RIO HONDO COLLEGE  
ROSS BUSINESS INSTITUTE  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
SUPPORTIVE VOCATIONAL SCHOOL  
TECHNICAL COLLEGE  
TECHNICAL SCHOOL INC., THE  
TRAVEL AND TRADE CAREER INSTITUTE  
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES  
UNIVERSITY OF LA VERNE  
WEST LOS ANGELES COLLEGE  
WESTECH COLLEGE  
WILSHIRE INTERNATIONAL COLLEGE

## Tire Repairers and Changers

COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
UNITEC

## Transportation, Storage, and Distribution Managers

ABRAHAM LINCOLN UNIVERSITY  
ACADEMY OF ENGLISH LANGUAGE  
AMERICAN INTER-CONTENENTAL UNIVERSITY  
AMERICAN MANAGEMENT TECH UNIVERSITY  
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)  
ANTIOCH UNIVERSITY, LOS ANGELES  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BRYMAN COLLEGE  
BRYMAN COLLEGE - WHITTER  
CALIFORNIA AMERICAN UNIVERSITY  
CALIFORNIA ART INSTITUTE  
CALIFORNIA INTERNATIONAL UNIVERSITY  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY  
CERRITOS COLLEGE  
CITRUS COLLEGE  
COLLEGE OF THE CANYONS  
COMPTON COMMUNITY COLLEGE  
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
CRESCENT COLLEGE  
CSI BRYMAN COLLEGE-EL MONTE  
DEVRY UNIVERSITY  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CENTER  
EAST LOS ANGELES COLLEGE  
EMBRY-RIDDLE AERONAUTICAL UNIVESITY  
GLENDALE COMMUNITY COLLEGE  
GOTRAIN INC.  
HSI LAI UNIVERSITY  
HUBBARD COLLEGE OF ADMINISTRATION  
ICDC COLLEGE  
INSTITUTE OF COMPUTER TECHNOLOGY  
INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)  
KELLER GRADUATE SCHOOL OF MANAGEMENT OF DEVRY UNIVERSITY  
KENSINGTON UNIVERSITY  
LEARNING TREE UNIVERSITY  
LIFE CHRISTIAN UNIVERSITY  
LIKIE FASHION & TECHNOLOGY COLLEGE  
LONG BEACH CITY COLLEGE  
LOS ANGELES COUNTY ROP  
LOS ANGELES HARBOR COLLEGE  
LOS ANGELES MISSION COLLEGE  
LOS ANGELES PIERCE COLLEGE  
LOS ANGELES SOUTHWEST COLLEGE  
LOS ANGELES VALLEY COLLEGE  
LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)  
MARYMOUNT COLLEGE  
MASTER'S COLLEGE AND SEMINARY  
MOUNT ST. MARY'S COLLEGE  
MT SAN ANTONIO COLLEGE  
NEW BRIDGE UNIVERSITY  
OPPORTUNITIES INDUSTRIALIZATION CENTER  
PACIFIC STATES UNIVERSITY  
PACIFIC WESTERN UNIVERSITY  
PASADENA CITY COLLEGE  
PEPPERDINE UNIVERSITY  
RIO HONDO COLLEGE  
ROSS BUSINESS INSTITUTE  
SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE  
UCLA ANDERSON SCHOOL OF MANAGEMENT  
UNION INSTITUTE  
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES  
UNIVERSITY OF LA VERNE  
UNIVERSITY OF PHOENIX AT EDWARDS AIR FORCE BASE  
UNIVERSITY OF SOUTHERN CALIFORNIA  
WEBSTER UNIVERSITY  
WEST LOS ANGELES COLLEGE  
WHITTIER COLLEGE  
YUIN UNIVERSITY

# TRAINING PROVIDERS

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## Truck Drivers, Heavy and Tractor-Trailer

ABRAM FRIEDMAN OCCUPATIONAL CENTER  
ASSERT INC.  
AZTLAN TRUCKING SCHOOL  
CAMINO REAL CAREER SCHOOLS  
COLLEGE OF INSTRUMENT TECHNOLOGY  
DOOTSON SCHOOL OF TRUCKING  
EDISON TRUCK DRIVING SCHOOL  
EL MONTE TRUCK DRIVING SCHOOL  
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA  
IMPERIAL TRUCK DRIVING SCHOOL  
JR TRUCK DRIVING SCHOOL  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LAS AMERICA TRUCKING SCHOOL  
LEWIS E KELLEY PROFESSIONAL ACADEMY OF CHAUFFEURING  
LINCOLN SCHOOL OF TRUCKING  
LOS ANGELES COUNTY ROP  
SAN PEDRO-WILMINGTON SKILLS CENTER  
TORO SCHOOL OF TRUCK DRIVING  
TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING  
SCHOOL  
UNIVERSAL TRUCK DRIVING SCHOOL

## Waiters and Waitresses

BARTENDERS TRAINING INSTITUTE OF AMERICA  
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM  
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)  
TECHNICAL COLLEGE

## Water and Liquid Waste Treatment Plant and System Operators

COLLEGE OF OCEANEERING  
COLLEGE OF THE CANYONS  
MT SAN ANTONIO COLLEGE

## Wholesale and Retail Buyers, Except Farm Products

AMERICAN INTER-CONTINENTAL UNIVERSITY  
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM  
BROOKS COLLEGE  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING  
EDUCATION  
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL  
PROGRAM/TECHNICAL CENTER  
FASHION CAREERS INTERNATIONAL  
FASHION INSTITUTE OF DESIGN AND MERCHANDISING  
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM  
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM  
LONG BEACH CITY COLLEGE  
LOS ANGELES COUNTY ROP  
LOS ANGELES TRADE - TECHNICAL COLLEGE  
MARYMOUNT COLLEGE  
MT SAN ANTONIO COLLEGE  
PASADENA CITY COLLEGE  
SANTA MONICA COLLEGE

## **TRAINING PROVIDERS LISTED BY SCHOOL**

**NOTE:** In the following section, training and education providers are listed in alphabetical order. Local addresses, phone numbers and other pertinent information is provided. For information on training providers offering programs related to specific occupations, please refer to the previous section Training Providers – Listed by Occupation.

**DISCLAIMER:** The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.



# TRAINING PROVIDERS

## A & B OFFICE INCOME TAX TRAINING SCHOOL

**Address:** 2546 W SEVENTH STREET  
LOS ANGELES CA, 90057-3802  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 365-8201  
**Fax:** (213) 383-3267  
**Internet/URL:** <http://www.aboffice.com>  
**Email:** aboffice@aol.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## A B C ADULT SCHOOL

**Address:** 12254 CUESTA DRIVE  
CERRITOS CA, 90703-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (562) 926-5566  
**Fax:** (562) 921-9958  
**Internet/URL:** <http://www.abcadultschool.com>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## A+ NETWORK COMPUTER

**Address:** 9324 E GARVEY AVENUE, #L  
EL MONTE CA, 91733-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 448-3789  
**Fax:** (626) 448-3638  
**Internet/URL:** [N/A](http://www.a+network.com)  
**Email:** paulla2553@yahoo.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ABC ADULT SCHOOL/CABRILLO LANE CAMPUS

**Address:** 20122 CABRILLO LANE  
CERRITOS CA, 90703-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (562) 809-9011  
**Fax:** (562) 924-9388  
**Internet/URL:** <http://www.abcadultschool.com>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ABC SCHOOL OF TECHNOLOGY

**Address:** 3540 WILSHIRE BLVD. SUITE 506  
LOS ANGELES CA, 90010  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 365-6700  
**Fax:** (213) 365-0552  
**Internet/URL:** [N/A](http://www.abcschool.com)  
**Email:** suearani@aol.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ABRAHAM LINCOLN UNIVERSITY

**Address:** 3000 S ROBERTSON BLVD -STE 420  
LOS ANGELES CA, 90034-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (310) 204-0222  
**Fax:** (310) 204-7025  
**Internet/URL:** <http://www.alu.edu>  
**Email:** info@alu.edu

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## ABRAM FRIEDMAN OCCUPATIONAL CENTER

**Address:** 1646 SOUTH OLIVE STREET  
LOS ANGELES CA, 90015-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (213) 745-2013  
**Fax:** (213) 748-7406  
**Internet/URL:** [N/A](http://www.afoc.com)  
**Email:** afoc@earthlink.net

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		



**ACADEMY OF ENGLISH LANGUAGE**

**Address:** 3470 WILSHIRE BLVD, SUITE 500  
LOS ANGELES CA, 90010-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (213) 637-1999  
**Fax:** (213) 637-1998  
**Internet/URL:** <http://www.academyofenglish.org>  
**Email:** aoe/2002@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**ACADEMY PACIFIC BUSINESS & TRAVEL COLLEGE**

**Address:** 1777 NORTH VINE STREET  
LOS ANGELES CA, 90028-5218  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 462-3211  
**Fax:** (213) 462-7755  
**Internet/URL:** <http://www.academyofbusiness.com>  
**Email:** apsws@aol.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**ADELANTE CAREER INSTITUTE-VAN NUYS**

**Address:** 14547 TITUS STREET SUITE 100  
VAN NUYS CA, 91402-4924  
**School Type:** Other Education  
**Phone** (818) 908-9912  
**Fax:** (818) 908-9975  
**Internet/URL:** [N/A](http://www.adelanteinst.net)  
**Email:** adelanteinst@earthlink.net

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**ADVANCE INSTITUTE OF HEALTH AND TECHNOLOGY**

**Address:** 1120 N LA BREA  
INGLEWOOD CA, 90302-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 777-9445  
**Fax:** [N/A](http://www.advanceinst.net)  
**Internet/URL:** [N/A](http://www.advanceinst.net)  
**Email:** [N/A](http://www.advanceinst.net)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**ADVANCED AMERICAN COLLEGE**

**Address:** 8527 ALONDRA BLVD.  
PARAMOUNT CA, 90723-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 408-6969  
**Fax:** (562) 408-0471  
**Internet/URL:** <http://www.advancedcollege.net>  
**Email:** advanced\_college@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**ADVANCED CAREER COLLEGE - PALMDALE**

**Address:** 41765 12TH STREET WEST, STE B  
PALMDALE CA, 93551-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (661) 948-4141  
**Fax:** (509) 691-7620  
**Internet/URL:** <http://www.acc-ca.com>  
**Email:** admissions@acc-ca.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

**ADVANCED COMPUTING INSTITUTE**

**Address:** 3470 WILSHIRE BLVD - STE 1100  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 383-8999  
**Fax:** (213) 383-5765  
**Internet/URL:** [N/A](http://www.aci-ca.com)  
**Email:** [N/A](http://www.aci-ca.com)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## ADVANCED EDUCATION CENTER

**Address:** 8234 WHITE OAK AVE  
NORTHBRIDGE CA, 91325-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 776-0041  
**Fax:** (818) 776-0701  
**Internet/URL:** <http://www.aec-school.com>  
**Email:** webmasteraec-school.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ADVANTAGE CAREER TRAINING

**Address:** 110 W OCEAN BLVD, STE 531  
LONG BEACH CA, 90802-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 901-2727  
**Fax:** (562) 901-2729  
**Internet/URL:** <http://www.advantagecareertraining.com>  
**Email:** foracareer@aol.com

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## AGOURA HILLS TARGET RANGE

**Address:** 5040 CORNELL RD  
AGOURA CA, 91301-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 706-1710  
**Fax:** (818) 706-9944  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ALHAMBRA ADULT EDUCATION

**Address:** 15 WEST ALHAMBRA ROAD  
ALHAMBRA CA, 91801-2435  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (626) 308-2210  
**Fax:** (626) 300-8672  
**Internet/URL:** <http://www.alhambra.k12.ca.us>  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## ALTA TECH ACADEMY

**Address:** 12124 SYLVAN STREET  
NORTH HOLLYWOOD CA, 91606  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 755-9122  
**Fax:** (818) 755-8827  
**Internet/URL:** [N/A](#)  
**Email:** [altech1@yahoo.com](mailto:altech1@yahoo.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMA COMPUTER COLLEGE USA INC

**Address:** 17127 PIONEER BLVD STE C  
ARTESIA CA, 90701-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 402-4611  
**Fax:** (562) 402-2861  
**Internet/URL:** [N/A](#)  
**Email:** <mailto:amaccusa@earthlink.net>

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERI.COM COLLEGE

**Address:** 5225 WILSHIRE BLVD STE 220  
LOS ANGELES CA, 90036-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 385-2188  
**Fax:** (213) 674-1004  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**AMERICAN ANIMATION INSTITUTE**

**Address:** 4729 LANKERSHIM BLVD  
NORTH HOLLYWOOD CA, 91602-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 766-0521  
**Fax:** (818) 506-4805  
**Internet/URL:** <http://www.mpssc839.org>  
**Email:** mps839@mindspring.com

**Financial Aid:** No **Doctorate Degree:** No  
**Veteran Approved:** No **Master Degree:** No  
**Job Placement:** No **Bachelor Degree:** No  
**Career Development:** No **Associate Degree:** No  
**Counseling:** No **Certificate:** No  
**Child Care:** No **Diploma:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**AMERICAN AUTO INSTITUTE**

**Address:** 17522 STUDEBAKER ROAD  
CERRITOS CA, 90703-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 403-2660  
**Fax:** (562) 403-2662  
**Internet/URL:** <http://www.americanautoinstitute.com>  
**Email:** amautoinst@aol.com

**Financial Aid:** No **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** Yes **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** No **Diploma:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**AMERICAN CAREER COLLEGE**

**Address:** 4021 ROSEWOOD AVENUE  
LOS ANGELES CA, 90004-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 668-7555  
**Fax:** (323) 666-7548  
**Internet/URL:** <http://www.americancareer.com>  
**Email:** info@americancareer.com

**Financial Aid:** Yes **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** Yes **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** No **Diploma:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**AMERICAN COLLEGE OF BUSINESS**

**Address:** 3540 WILSHIRE BLVD STE 1100  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 380-6555  
**Fax:** (213) 380-6508  
**Internet/URL:** [N/A](#)  
**Email:** mestetsky2@earthlink.net

**Financial Aid:** Yes **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** No **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** No **Diploma:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**AMERICAN COLLEGE OF MEDICAL TECHNOLOGY**

**Address:** 555 REDONDO BEACH BLVD.  
GARDENA CA, 90248-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 324-1000  
**Fax:** (310) 515-3944  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** Yes **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** Yes **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** Yes **Diploma:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**AMERICAN COMMUNICATIONS INSTITUTE**

**Address:** 3550 WILSHIRE BLVD - STE 1050  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 368-6868  
**Fax:** (213) 368-6870  
**Internet/URL:** <http://www.aci-network.com>  
**Email:** acihwd@aol.com

**Financial Aid:** No **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** Yes **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** No **Diploma:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**AMERICAN COMPUTER INSTITUTE INC**

**Address:** 16200 VENTURA BLVD STE 328  
ENCINO CA, 91436-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 789-6600  
**Fax:** (818) 789-2377  
**Internet/URL:** <http://www.americancomputertraining.com>  
**Email:** acti@learnatact

**Financial Aid:** No **Doctorate Degree:** No  
**Veteran Approved:** Yes **Master Degree:** No  
**Job Placement:** Yes **Bachelor Degree:** No  
**Career Development:** Yes **Associate Degree:** No  
**Counseling:** Yes **Certificate:** Yes  
**Child Care:** No **Diploma:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

# TRAINING PROVIDERS

## AMERICAN COMPUTER TRAINING

**Address:** 6404 WILSHIRE BLVD., STE 750  
LOS ANGELES CA, 90048-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 653-8600  
**Fax:** (323) 653-8674  
**Internet/URL:** <http://www.americancomputertraining.com>  
**Email:** [acti@learnatact.com](mailto:acti@learnatact.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERICAN INSTITUTE OF HEALTH SCIENCE

**Address:** 4300 LONG BEACH BLVD., STE. 400  
LONG BEACH CA, 90807-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (562) 728-1989  
**Fax:** (562) 728-4159  
**Internet/URL:** <http://www.aihs.edu>  
**Email:** [gjohnson@aihs.edu](mailto:gjohnson@aihs.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERICAN INSTITUTE OF RENAL TECHNOLOGY

**Address:** 1835 S LA CIENEGA #245  
LOS ANGELES CA, 90035-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 280-2750  
**Fax:** (310) 840-5681  
**Internet/URL:** <http://www.learnialysis.com>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERICAN INTER-CONTINENTAL UNIVERSITY

**Address:** 12655 W JEFFERSON BLVD  
LOS ANGELES CA, 90066-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (800) 333-2652  
**Fax:** (310) 302-2001  
**Internet/URL:** <http://www.aiuniv.edu>  
**Email:** [jmarcus@aiuniv.edu](mailto:jmarcus@aiuniv.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERICAN MANAGEMENT TECH UNIVERSITY

**Address:** 3807 WILSHIRE BLVD - STE 406  
LOS ANGELES CA, 90010-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (213) 386-2688  
**Fax:** (213) 381-7472  
**Internet/URL:** [N/A](http://www.amtu.edu)  
**Email:** [N/A](mailto:N/A)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## AMERICAN PACIFIC COLLEGE

**Address:** 4745 TELEGRAPH ROAD  
LOS ANGELES CA, 90022  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (818) 781-0001  
**Fax:** (818) 781-5007  
**Internet/URL:** <http://www.apc.edu>  
**Email:** [main@apc.edu](mailto:main@apc.edu)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## AMERICAN SCHOOLS

**Address:** 2324 HAWTHORNE BLVD. #201  
TORRANCE CA, 90505  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 378-1341  
**Fax:** (310) 377-0511  
**Internet/URL:** <http://www.morelight.net/americanschools>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## **AMERICANA COLLEGE**

**Address:** 5325 SUNSET BLVD, STE A  
LOS ANGELES CA, 90027-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 467-1060  
**Fax:** (323) 467-6677  
**Internet/URL:** [N/A](#)  
**Email:** [americanacollege@aol.com](mailto:americanacollege@aol.com)

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## **AMERITECH COLLEGE**

**Address:** 5445 LANKERSHIM BOULEVARD  
NORTH HOLLYWOOD CA, 91601-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (714) 759-8444  
**Fax:** (818) 761-6558  
**Internet/URL:** <http://www.ameritechcollege.com>  
**Email:** [admissions@ameritechcollege.com](mailto:admissions@ameritechcollege.com)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## **ANTELOPE VALLEY COLLEGE**

**Address:** 3041 WEST AVENUE K  
LANCASTER CA, 93536-  
**School Type:** Community Colleges  
**Phone** (661) 722-6300  
**Fax:** (661) 722-6351  
**Internet/URL:** <http://www.avc.edu>  
**Email:** [N/A](#)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

## **ANTELOPE VALLEY MEDICAL COLLEGE**

**Address:** 44201 10TH ST W  
LANCASTER CA, 93534-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (661) 726-1911  
**Fax:** (661) 726-5158  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)**

**Address:** 1156 E. AVENUE S  
PALMDALE CA, 93550-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (661) 575-1021  
**Fax:** (661) 575-1037  
**Internet/URL:** <http://www.avdistrict.org/rop>  
**Email:** [rop@avhsd.org](mailto:rop@avhsd.org)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## **ANTIOCH UNIVERSITY, LOS ANGELES**

**Address:** 13274 FIJI WAY  
MARINA DEL REY CA, 90292-7090  
**School Type:** Public 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (310) 578-1080  
**Fax:** (310) 822-4824  
**Internet/URL:** <http://www.antiochla.edu>  
**Email:** [chloe-reid@antiochla.edu](mailto:chloe-reid@antiochla.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## **ART CENTER COLLEGE OF DESIGN**

**Address:** 1700 LIDA STREET  
PASADENA CA, 91103-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (626) 396-2200  
**Fax:** (626) 796-9564  
**Internet/URL:** <http://www.artcenter.edu>  
**Email:** [admissions@artcenter.edu](mailto:admissions@artcenter.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

# TRAINING PROVIDERS

## ART INSTITUTE OF LOS ANGELES

**Address:** 2900 31ST STREET  
SANTA MONICA CA, 90405-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 752-4700  
**Fax:** (310) 752-4708  
**Internet/URL:** <http://www.ala.artinstitute.edu>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ARTISAN COMPUTER & NETWORK CENTER

**Address:** 732 WEST 9TH STREET, SUITE 200  
SAN PEDRO CA, 90731  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 833-6800  
**Fax:**  
**Internet/URL:** N/A  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ARTS & EDUCATION INSTITUTE

**Address:** 4320 ATLANTIC AVE - STE 105  
LONG BEACH CA, 90807-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 997-9056  
**Fax:** (562) 426-1717  
**Internet/URL:** <http://www.aeinsteinstitute.homestead.com/aei1.html>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## ASCENT CAREER COLLEGE

**Address:** 8121 VAN NUYS BLVD., STE. 320  
PANORAMA CITY CA, 91402-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 989-2628  
**Fax:** (818) 989-2630  
**Internet/URL:** N/A  
**Email:** [ascentcareer@aol.com](mailto:ascentcareer@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## ASOCIACION HISPANA DE TECNICOS AUTOMOTRICES (AHITA)

**Address:** 4745 TELEGRAPH RD  
LOS ANGELES CA, 90022-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 268-3862  
**Fax:**  
**Internet/URL:** N/A  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ASSERT INC.

**Address:** 16735 SATICOY ST - STE 111  
VAN NUYS CA, 91311-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 778-3301  
**Fax:** (818) 717-2242  
**Internet/URL:** <http://www.assertinc.com>  
**Email:** [assertinc@aol.com](mailto:assertinc@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ASSOCIATED TECHNICAL COLLEGE

**Address:** 1670 WILSHIRE BOULEVARD  
LOS ANGELES CA, 90017-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 484-2444  
**Fax:** (213) 353-1846  
**Internet/URL:** N/A  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		



## **ASSOCIATED TRAINING SPECIALISTS**

**Address:** 24257 SAN FERNANDO ROAD  
NEWHALL, CA, 93121-  
**School Type:** Other Education  
**Phone** (661) 799-6939  
**Fax:** (661) 799-6937  
**Internet/URL:** <http://www.licenseexamprep.com>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **ASSOCIATES IN ART**

**Address:** 5211 KESTER AVE  
SHERMAN OAKS CA, 91411-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 986-1050  
**Fax:** (818) 986-6363  
**Internet/URL:** <http://www.associatesinart.com>  
**Email:** enroll@associatesinart.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **AUPCS COMPUTER TRAINING CENTER**

**Address:** 20715 SOUTH AVALON BOULEVARD,  
CARSON CA, 90746-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 523-5130  
**Fax:** (310) 851-5845  
**Internet/URL:** [N/A](http://www.aupcs.com)  
**Email:** aupcs@pacbell.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS**

**Address:** 3450 SPRING ST STE 118  
LONG BEACH CA, 90806-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 997-9711  
**Fax:** (562) 989-7550  
**Internet/URL:** [N/A](http://www.adbs.net)  
**Email:** adbs@gte.net

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **AV CONTRACTORS LICENSE SCHOOL**

**Address:** 9251 GARVEY AVENUE, SUITE V  
SOUTH EL MONTE CA, 91733-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 433-4883  
**Fax:** (626) 433-4889  
**Internet/URL:** [N/A](http://www.avlicense.com)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## **AVIATION & ELECTRONIC SCHOOLS OF AMERICA**

**Address:** 3355 E. SPRING STREET, 3RD FLO  
LONG BEACH CA, 90808-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 424-3738  
**Fax:** (562) 424-5957  
**Internet/URL:** <http://www.aesa.com>  
**Email:** aesa@aesa.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## **AVIS CONTRACTORS LICENSE SERVICE CENTER, INC.**

**Address:** 1543 WEST GARVEY AVENUE NORTH, SUITE #203  
WEST COVINA CA, 91791  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 962-7726  
**Fax:** (626) 962-7866  
**Internet/URL:** <http://www.contractorslicense-avis.com>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No



# TRAINING PROVIDERS

## **AVIS CONTRACTORS LICENSE SERVICE CENTER, INC.**

<b>Address:</b>	16200 HAWTHORNE BLVD., SUITE E LAWNDALE CA, 90260	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(800) 350-7000	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(818) 785-2874	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.contractorslicense-avis.com">http://www.contractorslicense-avis.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## **AVIS CONTRACTORS LICENSE SERVICE CENTER, INC.**

<b>Address:</b>	9815 E PALM AVE BELLFLOWER CA, 90706	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 925-8324	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(818) 785-2874	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.contractorslicense-avis.com">http://www.contractorslicense-avis.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## **AZTLAN TRUCKING SCHOOL**

<b>Address:</b>	8818 SOUTH CROCKER STREET LOS ANGELES CA, 90003-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 778-0498	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(213) 778-0984	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.aztlan2001@webtv.net">N/A</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	aztlan2001@webtv.net	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **AZUSA ADULT SCHOOL**

<b>Address:</b>	1134 S BARRANCA GLENORA CA, 91740-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 852-8400	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 852-8407	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.azusaad.k12.ca.us">http://www.azusaad.k12.ca.us</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	jerryh@azusaad.k12.ca.us	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

## **BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

<b>Address:</b>	135 SOUTH SPRING STREET CLAREMONT CA, 91711-4999	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(909) 624-0063	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(909) 621-6214	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.baldyviewrop.com">http://www.baldyviewrop.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	carole_klopschinski@bviewrop.k12.ca.us	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **BARTENDERS TRAINING INSTITUTE OF AMERICA**

<b>Address:</b>	53 DUDLEY AVE LOS ANGELES CA, 90291-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 581-5378	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 399-1717	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.bartending.com">http://www.bartending.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	info@bartending.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## **BASSETT ADULT SCHOOL**

<b>Address:</b>	904 NORTH WILLOW AVENUE LA PUENTE CA, 91746-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 931-7903	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 931-7930	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.bassett.k12.ca.us">http://www.bassett.k12.ca.us</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	gdarcangelo@bassett.k12.ca.us	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

**BECKER CONVISER CPA REVIEW**

**Address:** 515 SOUTH FLOWER STREET  
LOS ANGELES CA, 90024-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** 8008683900  
**Fax:** (888) 640-8650  
**Internet/URL:** <http://www.beckerconviser.com>  
**Email:** [info@beckercpa.com](mailto:info@beckercpa.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**BECKER CONVISER CPA REVIEW**

**Address:** 22801 ROSCOE BLVD  
WEST HILLS CA, 91304-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (877) 232-5375  
**Fax:** (818) 986-4634  
**Internet/URL:** <http://www.beckerconviser.com>  
**Email:** [becker@primenet.com](mailto:becker@primenet.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

**BELLFLOWER USD ROP**

**Address:** 16703 S CLARK  
BELLFLOWER CA, 90706-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)

**Phone** (562) 925-4220  
**Fax:** (562) 461-2240  
**Internet/URL:** <http://www.lacorop.org>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**BELMONT COMMUNITY ADULT SCHOOL**

**Address:** 1575 W SECOND STREET  
LOS ANGELES CA, 90026-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (213) 250-9133  
**Fax:** (213) 250-9272  
**Internet/URL:** N/A  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**BPC INTERNATIONAL NETWORK ENGINEERING, INC.**

**Address:** 9550 FLAIR DRIVE #509  
EL MONTE CA, 91731  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 442-8969  
**Fax:**  
**Internet/URL:** <http://www.bpcit.net>  
**Email:** [p-n-hofmann@hotmail.com](mailto:p-n-hofmann@hotmail.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**BROOKS COLLEGE**

**Address:** 4825 EAST PACIFIC COAST HIGHWAY  
LONG BEACH CA, 90804-3289  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 597-6611  
**Fax:** (562) 597-7412  
**Internet/URL:** <http://www.brookscollege.edu/>  
**Email:** [info@brookscollege.edu](mailto:info@brookscollege.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** No  
**Diploma:** No

**BRYMAN COLLEGE**

**Address:** 1045 W REDONDO BEACH BLVD #275  
GARDENA CA, 90247-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 527-7105  
**Fax:** (310) 523-3766  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** [csmith@cci.edu](mailto:csmith@cci.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

# TRAINING PROVIDERS

## **BRYMAN COLLEGE - EL MONTE**

**Address:** 3208 ROSEMEAD BLVD - STE 100  
EL MONTE CA, 91731-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 573-5470  
**Fax:** (626) 280-4011  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** murbina2r@cci.edu

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## **BRYMAN COLLEGE - LOS ANGELES**

**Address:** 3460 WILSHIRE BLVD., 5TH FLOOR  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 388-9950  
**Fax:** (213) 388-9907  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## **BRYMAN COLLEGE - WHITTIER**

**Address:** 12449 PUTNAM STREET  
WHITTIER CA, 90602-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 945-9191  
**Fax:** (562) 945-0012  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** lilliang@cci.edu

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## **BUSINESS COMMUNICATIONS INSTITUTE (BCI)**

**Address:** 3450 WILSHIRE BLVD. STE 507  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 383-2132  
**Fax:** (213) 383-1936  
**Internet/URL:** <http://www.bcicollege.com>  
**Email:** bcila@pacbell.net

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## **BUSINESS LEARNING CENTER INC**

**Address:** 16000 VENTURA BLVD STE 214  
ENCINO CA, 91436-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 461-1600  
**Fax:** (818) 461-1604  
**Internet/URL:** <http://www.blctrain.com>  
**Email:** info@blctrain.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## **BUSINESS TRAINING SCHOOLS, INC**

**Address:** 4127 SOUTH STREET  
LAKEWOOD CA, 90712  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 634-2020  
**Fax:** (562) 634-2299  
**Internet/URL:** <http://www.btsschools.com>  
**Email:** schoolsbus@aol.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## **CAL LION INSTITUTE**

**Address:** 2547 N. SAN GABRIEL BLVD., #C  
ROSEMEAD CA, 91770-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 571-6100  
**Fax:** (626) 571-6196  
**Internet/URL:** <http://www.callion.com>  
**Email:** callion123@yahoo.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**CAL TECH EDUCATION COLLEGE**

**Address:** 3924 WILSHIRE BLVD  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 427-0004  
**Fax:** (213) 427-1126  
**Internet/URL:** <http://www.ibeenet.com>  
**Email:** ctecla@yahoo.com

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**CALEDONIAN**

**Address:** 2450 S ATLANTIC BLVD - STE 203  
COMMERCE CA, 90040-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 265-1912  
**Fax:** (323) 265-1928  
**Internet/URL:** <http://www.caletraining.com>  
**Email:** guiyeyusa@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**CALIFORNIA AMERICAN UNIVERSITY**

**Address:** 1000 S. FREMONT AVENUE, BLDG A12, #29  
ALHAMBRA CA, 91803  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 282-0820  
**Fax:** (626) 282-8362  
**Internet/URL:** <http://www.calamuniv.edu>  
**Email:** admin@calamuniv

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** Yes  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** No  
**Diploma:** No

**CALIFORNIA ART INSTITUTE**

**Address:** 2977 WILLOW LANE  
WESTLAKE VILLAGE CA, 91360-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (805) 496-6906  
**Fax:** (805) 230-1222  
**Internet/URL:** <http://www.calartinst.com>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

**CALIFORNIA INSTITUTE OF CUSTOM ENGINEERING**

**Address:** 12440 E. FIRESTONE - STE 2001  
NORWALK CA, 90650-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (909) 923-8661  
**Fax:** (909) 923-1884  
**Internet/URL:** N/A  
**Email:** cice@earthlink.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**CALIFORNIA INTERNATIONAL UNIVERSITY**

**Address:** 3130 WILSHIRE BOULEVARD  
LOS ANGELES CA, 90057-3202  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (213) 381-3719  
**Fax:** (213) 381-6990  
**Internet/URL:** <http://www.ciula.edu>  
**Email:** dean@ciula.edu

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

**CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE**

**Address:** 3745 LONG BEACH BOULEVARD  
LONG BEACH CA, 90807-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 427-4217  
**Fax:** (562) 427-2920  
**Internet/URL:** <http://www.cptc-lb.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## CALIFORNIA SCHOOL OF CULINARY ARTS

**Address:** 521 E. GREEN  
PASADENA CA, 91101  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 403-8490  
**Fax:** (626) 403-8494  
**Internet/URL:** <http://www.calchef.com>  
**Email:** [info@scsca.com](mailto:info@scsca.com)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

**Address:** 3801 WEST TEMPLE AVENUE  
POMONA CA, 91768-4003  
**School Type:** Public 4- or more year Colleges and Universities,  
including all Graduate and Professional Schools  
**Phone** (909) 869-3329  
**Fax:** (909) 869-4395  
**Internet/URL:** <http://www.csupomona.edu>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

**Address:** 1000 EAST VICTORIA STREET  
CARSON CA, 90747-  
**School Type:** Public 4- or more year Colleges and Universities,  
including all Graduate and Professional Schools  
**Phone** (310) 243-3696  
**Fax:** (310) 516-3658  
**Internet/URL:** <http://www.csudh.edu>  
**Email:** [info@csudh.edu](mailto:info@csudh.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION

**Address:** 1000 EAST VICTORIA STREET  
CARSON CA, 90747-  
**School Type:** Public 4- or more year Colleges and Universities,  
including all Graduate and Professional Schools  
**Phone** (310) 243-3737  
**Fax:** (310) 516-4423  
**Internet/URL:** <http://www.csudh.edu>  
**Email:** [mgordon@csudh.edu](mailto:mgordon@csudh.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## CALIFORNIA STATE UNIVERSITY, LONG BEACH

**Address:** 1250 BELLFLOWER BOULEVARD  
LONG BEACH CA, 90804-0106  
**School Type:** Public 4- or more year Colleges and Universities,  
including all Graduate and Professional Schools  
**Phone** (562) 985-5471  
**Fax:** (562) 985-4973  
**Internet/URL:** <http://www.csulb.edu>  
**Email:** [info@csulb.edu](mailto:info@csulb.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES

**Address:** 6300 STATE UNIVERSITY DRIVE, S  
LONG BEACH CA, 90815-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (562) 985-5561  
**Fax:** (562) 985-8449  
**Internet/URL:** <http://www.uces.csulb.edu>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## CALIFORNIA STATE UNIVERSITY, LOS ANGELES

**Address:** 5151 STATE UNIVERSITY DRIVE  
LOS ANGELES CA, 90032-8530  
**School Type:** Public 4- or more year Colleges and Universities,  
including all Graduate and Professional Schools  
**Phone** (323) 343-3000  
**Fax:** (323) 343-3888  
**Internet/URL:** <http://www.calstatela.edu>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		



## **CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION**

<b>Address:</b>	5151 STATE UNIVERSITY DRIVE LOS ANGELES CA, 90032-8619	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 343-4900	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 343-4954	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.calstatela.edu/cont_ed">http://www.calstatela.edu/cont_ed</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

<b>Address:</b>	18111 NORDHOFF STREET NORTHRIDGE CA, 913308207	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public 4- or more year Colleges and Universities, including all Graduate and Professional Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Phone</b>	(818) 677-1200	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Fax:</b>	(818) 677-3766	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.csun.edu">http://www.csun.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **CALIFORNIA UNIVERSITY OF BUSINESS AND TECHNOLOGY**

<b>Address:</b>	2440-131 SOUTH HACIENDA BLVD. HACIENDA HEIGHTS CA, 91745	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	Yes
<b>School Type:</b>	Private 4- or more year Colleges and Universities, including all Graduate and Professional Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Phone</b>	(626) 333-8878	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Fax:</b>	(626) 336-6289	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.cubt.edu">http://www.cubt.edu</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Email:</b>	cubt@cubt.edu	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **CALIG TRAVEL SCHOOL**

<b>Address:</b>	4873 TOPANGA CANYON BOULEVARD WOODLAND HILLS CA, 91364-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(800) 452-2644	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(800) 703-8739	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.caligtravel.com">http://www.caligtravel.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	info@caligtravel.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## **CAMINO REAL CAREER SCHOOLS**

<b>Address:</b>	13674 EAST VALLEY BLVD LA PUENTE CA, 91746-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 968-9135	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 968-9254	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.crschool.com">http://www.crschool.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **CAREER CARE INSTITUTE**

<b>Address:</b>	43770 15TH ST. WEST, STE. 110 LANCASTER CA, 93534-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(661) 942-6204	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(661) 942-8130	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.careercareinstitute.com">http://www.careercareinstitute.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## **CAREER COLLEGE CONSULTANTS**

<b>Address:</b>	2525 COLORADO BOULEVARD LOS ANGELES CA, 90041	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 254-2203	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 254-2254	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.sticcc.com">http://www.sticcc.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	info@sticcc.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

# TRAINING PROVIDERS

## CAREER COLLEGES OF AMERICA

**Address:** 5612-14 EAST IMPERIAL HIGHWAY  
SOUTH GATE CA, 90280-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 861-8702  
**Fax:** (562) 869-7013  
**Internet/URL:** <http://www.careercolleges.org>  
**Email:** avikia10@aol.com

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CAREER PLANNING CENTER INC.

**Address:** 1623 S. LA CIENEGA  
LOS ANGELES CA, 90035  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 273-6633  
**Fax:** (310) 273-2363  
**Internet/URL:** <http://www.careerplanningcenter.com>  
**Email:** ehoskins@cpcla.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CARTER VOCATIONAL SCHOOL

**Address:** 4425 ATLANTIC AVE. STE B22  
LONG BEACH CA, 90807  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 728-9436  
**Fax:** (562) 728-4937  
**Internet/URL:** <http://www.carterschools.com>  
**Email:** strebble@socal.rr.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CASA LOMA COLLEGE

**Address:** 6850 VAN NUYS BLVD - STE 318  
VAN NUYS CA, 91405-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)

**Phone** (818) 785-2726  
**Fax:** (818) 785-2191  
**Internet/URL:** <http://www.caalomacollege.com>  
**Email:** info@casalomacollege.com

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CBE TECHNOLOGIES

**Address:** 6600 S. AVALON BLVD, STE 201  
LOS ANGELES CA, 90003  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 750-7626  
**Fax:** (323) 750-7898  
**Internet/URL:** <http://www.cbetec.com>  
**Email:** bk1030@msn.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CENTINELA VALLEY ADULT SCHOOL

**Address:** 4953 MARINE AVENUE  
LAWNDAL CA, 90260-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (310) 263-3165  
**Fax:** (310) 644-6142  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## CENTRAL MEDICAL CENTER

**Address:** 3550 WILSHIRE BLVD  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 384-4789  
**Fax:** (213) 384-8679  
**Internet/URL:** [N/A](#)  
**Email:** cmcvcathy@hotmail.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		



**CENTRO DE ESTUDIO TECNICO AUTOMOTRIZ**

**Address:** 555 NORTH GLENDALE BLVD.  
LOS ANGELES CA, 90026-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 413-4990  
**Fax:** (213) 413-7696  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

**CERRITOS COLLEGE**

**Address:** 11110 ALONDRA BOULEVARD  
NORWALK CA, 90650-6296  
**School Type:** Community Colleges

**Phone** (562) 860-2451  
**Fax:** (562) 467-5005  
**Internet/URL:** <http://www.cerritos.edu>  
**Email:** [job-placement-info@cerritos.edu](mailto:job-placement-info@cerritos.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE**

**Address:** 1731 EAST 120TH STREET  
LOS ANGELES CA, 90059-3098  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (323) 563-4800  
**Fax:** (323) 563-3855  
**Internet/URL:** <http://www.cdrewu.edu>  
**Email:** [admsn@cdrewu.edu](mailto:admsn@cdrewu.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

**CHICANA SERVICE ACTION CENTER, INC.**

**Address:** 315 W. 9TH STREET SUITE 101  
LOS ANGELES CA, 90015-  
**School Type:** Other Education

**Phone** (213) 253-5959  
**Fax:** (213) 430-0657  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

**CINEMA TRAINING CENTER**

**Address:** 11335 MAGNOLIA BLVD.  
NORTH HOLLYWOOD CA, 91601-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 623-0459  
**Fax:** (818) 623-0278  
**Internet/URL:** <http://www.cinematrainingcenter.com>  
**Email:** [acriptjkd.ca@netzero.net](mailto:acriptjkd.ca@netzero.net)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**CITRUS COLLEGE**

**Address:** 1000 WEST FOOTHILL BOULEVARD  
GLENORA CA, 91741-1899  
**School Type:** Community Colleges

**Phone** (626) 963-0323  
**Fax:** (626) 914-8618  
**Internet/URL:** <http://www.citruscollege.edu>  
**Email:** [mcox@citruscollege.edu](mailto:mcox@citruscollege.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

**CITY UNIVERSITY**

**Address:** 5900 WILSHIRE BLVD., SUITE 200  
LOS ANGELES CA, 90036-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (800) 426-5596  
**Fax:**  
**Internet/URL:** <http://www.cityu.edu>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## CLARITA CAREER COLLEGE

**Address:** 27125 SIERRA HWY - STE 329  
CANYON COUNTRY CA, 91351-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (661) 252-1864  
**Fax:** (661) 252-2153  
**Internet/URL:** [N/A](#)  
**Email:** [claritacareer@netscape.net](mailto:claritacareer@netscape.net)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CMC VOCATIONAL SCHOOL

**Address:** 3550 WILSHIRE BLVD #830  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 384-4789  
**Fax:** (213) 384-8676  
**Internet/URL:** [N/A](#)  
**Email:** [cmcvskathy@hotmail.com](mailto:cmcvskathy@hotmail.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## COAST CAREER INSTITUTE

**Address:** 1354 SOUTH HILL STREET  
LOS ANGELES CA, 90015  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 747-8676  
**Fax:** (213) 746-4217  
**Internet/URL:** <http://coastcareer.com/contact.asp>  
**Email:** [info@coastcareer.com](mailto:info@coastcareer.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## COLLEGE OF INSTRUMENT TECHNOLOGY

**Address:** 17156 BELLFLOWER BLVD  
BELLFLOWER CA, 90706-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 804-7773  
**Fax:** (562) 925-5855  
**Internet/URL:** <http://www.cit-la.com>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## COLLEGE OF OCEANEERING

**Address:** 272 SOUTH FRIES AVENUE  
WILMINGTON CA, 90744-6399  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 834-2501  
**Fax:** (310) 834-7132  
**Internet/URL:** <http://www.coo.edu>  
**Email:** [moreinfo@coo.edu](mailto:moreinfo@coo.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## COLLEGE OF THE CANYONS

**Address:** 26455 ROCKWELL CANYON ROAD  
SANTA CLARITA CA, 91355-1899  
**School Type:** Community Colleges

**Phone** (661) 259-7800  
**Fax:** (661) 362-5300  
**Internet/URL:** <http://www.canyons.edu>  
**Email:** [pio660@mail.canyons.edu](mailto:pio660@mail.canyons.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.

**Address:** 17625 S. CENTRAL AVENUE #B  
CARSON CA, 90746-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)

**Phone** (310) 637-7422  
**Fax:** (310) 638-2965  
**Internet/URL:** <http://www.cissouthbay.edu>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**COMPTON COMMUNITY COLLEGE**

**Address:** 1111 EAST ARTESIA BOULEVARD  
COMPTON CA, 90221-5393  
**School Type:** Community Colleges  
**Phone** (310) 637-2660  
**Fax:** (310) 900-1695  
**Internet/URL:** <http://www.compton.cc.ca.us>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

**COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM**

**Address:** 700 N BULLIS RD  
COMPTON CA, 90221-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (310) 898-6000  
**Fax:** (310) 763-3871  
**Internet/URL:** [N/A](http://www.cusd.net)  
**Email:** [cusd\\_vea@pacbell.net](mailto:cusd_vea@pacbell.net)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**COMPU.COLLEGE**

**Address:** 11239 VENTURA BLVD - STE 222  
STUDIO CITY CA, 91604-3136  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 753-1999  
**Fax:** (818) 753-9555  
**Internet/URL:** <http://www.calcollege.com>  
**Email:** [success@calcollege.net](mailto:success@calcollege.net)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

**COMPUMATICS COMPUTER TRAINING**

**Address:** 822 S ROBERTSON BLVD - STE 207  
LOS ANGELES CA, 90035-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 657-8632  
**Fax:** (310) 657-8632  
**Internet/URL:** <http://www.compumatics.com>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**COMPUTER & CAREER INSTITUTE**

**Address:** 8730 WILSHIRE BLVD., SUITE 216  
BEVERLY HILLS CA, 90211-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 860-9735  
**Fax:** (310) 860-9735  
**Internet/URL:** [N/A](http://www.computercareer.com)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**COMPUTER CAREER CONNECTION**

**Address:** 1515 W CAMERON AVE - STE 240  
WEST COVINA CA, 91790-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 813-1566  
**Fax:** (626) 813-1055  
**Internet/URL:** <http://www.computercareer.com>  
**Email:** [marygilmore@computercareer.com](mailto:marygilmore@computercareer.com)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**COMPUTER EDUCATION INSTITUTE**

**Address:** 980 CORPORATE CENTER DR  
POMONA CA, 91768-2643  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (800) 225-5187  
**Fax:** (909) 865-2049  
**Internet/URL:** <http://www.computer-education.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

# TRAINING PROVIDERS

## COMPUTER INSTITUTE OF TECHNOLOGY

**Address:** 11631 VICTORY BLVD #205  
NORTH HOLLYWOOD CA, 91606-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 980-0415  
**Fax:** (818) 980-0289  
**Internet/URL:** [not applicable](#)  
**Email:** [reneaguero@hotmail](mailto:reneaguero@hotmail.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CONCORDE CAREER INSTITUTE

**Address:** 12412 VICTORY BLVD  
NORTH HOLLYWOOD CA, 91606-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 766-8151  
**Fax:** (818) 766-1587  
**Internet/URL:** <http://www.concordecareercolleges.com>  
**Email:** [bbossi@concordecareercolleges.com](mailto:bbossi@concordecareercolleges.com)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CONTRACTED COMPUTER TRAINING, INC.

**Address:** 4640 ADMIRALTY WAY, STE. 700  
MARINA DEL REY CA, 90292-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 827-0303  
**Fax:** (310) 827-3325  
**Internet/URL:** <http://www.contracted.com>  
**Email:** [azmina@contracted.com](mailto:azmina@contracted.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CONTRACTED COMPUTER TRAINING, INC.

**Address:** 3605 LONG BEACH BLVD - 4TH FL  
LONG BEACH CA, 90807-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 827-0303  
**Fax:** (310) 827-3325  
**Internet/URL:** <http://www.contracted.com>  
**Email:** [azmina@contracted.com](mailto:azmina@contracted.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CONTRACTORS LICENSE LEARNING CENTER

**Address:** 14664 VICTORY BLVD  
VAN NUYS CA, 91411  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (800) 331-7649  
**Fax:** (818) 786-1105  
**Internet/URL:** [N/A](#)  
**Email:** [cslc1@aol.com](mailto:cslc1@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## CONTRACTORS STATE LICENSE SCHOOLS

**Address:** 14664 VICTORY BOULEVARD  
VAN NUYS CA, 91411-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 786-1237  
**Fax:** (818) 786-1105  
**Internet/URL:** <http://www.cslls.com>  
**Email:** [info@cslls.com](mailto:info@cslls.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE

**Address:** 6636 SAN FERNANDO ROAD  
GLENDALE CA, 91202-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 242-9978  
**Fax:**  
**Internet/URL:** <http://www.cslls.com>  
**Email:** [info@cslls.com](mailto:info@cslls.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## COSMOS REALTY SCHOOL

**Address:** 4282 WILSHIRE BLVD - STE 200  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 937-1212  
**Fax:** (323) 937-1412  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## CRESCENT COLLEGE

**Address:** 5940 SANTA FE AVENUE  
HUNTINGTON PARK CA, 90255  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (323) 585-2222  
**Fax:**  
**Internet/URL:** <http://www.crescentcollege.net>  
**Email:** angel@crescentcollege.net

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## CSI BRYMAN COLLEGE-EL MONTE

**Address:** 3208 ROSEMOND BLVD.  
EL MONTE CA, 91731-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 573-5470  
**Fax:** (626) 280-4011  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## CSI BRYMAN COLLEGE-GARDENA

**Address:** 1045 W REDONDO BEACH BLVD #275  
GARDENA CA, 90247-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 527-7105  
**Fax:** (310) 527-7985  
**Internet/URL:** <http://www.bryman-college.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## CULVER CITY ADULT SCHOOL

**Address:** 4501 ELENDA STREET  
CULVER CITY CA, 90230-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (310) 842-4300  
**Fax:** (310) 842-4343  
**Internet/URL:** <http://www.ccsd.k12.ca.us>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## DEVRY UNIVERSITY

**Address:** 3880 KILROY AIRPORT WAY  
LONG BEACH CA, 90806-2449  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (800) 597-1333  
**Fax:** (562) 997-5371  
**Internet/URL:** <http://www.lb.devry.edu>  
**Email:** mharris@socal.devry.edu

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## DIFAI TRAINING INSTITUTE

**Address:** 2107 WEST MANCHESTER AVENUE #202  
LOS ANGELES CA, 90047  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 750-0449  
**Fax:** (323) 750-0461  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

# TRAINING PROVIDERS

## DIGITAL DESIGN, LA

**Address:** 3406 WEST BURBANK BLVD  
BURBANK CA, 91505-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 845-2038  
**Fax:** (818) 841-6222  
**Internet/URL:** <http://www.ddlatraining.com>  
**Email:** training@digitaldesignla.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## DISCOVERY TRAINING CENTER

**Address:** 44815N FIG AVE STE 201  
LANCASTER CA, 93534-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (661) 940-5844  
**Fax:** (661) 726-1715  
**Internet/URL:** <http://www.discovery.la>  
**Email:** discovery@as.net

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## DOOTSON SCHOOL OF TRUCKING

**Address:** 11625 CLARK ST  
ARCADIA CA, 91006  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 303-1900  
**Fax:**  
**Internet/URL:** <http://www.dootsontruck.com>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## DOWNEY ADULT SCHOOL

**Address:** 12340 WOODRUFF AVENUE  
DOWNEY CA, 90241-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (562) 940-6200  
**Fax:** (562) 940-6221  
**Internet/URL:** <http://www.das.k12.ca.us>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## DVS COLLEGE

**Address:** 3325 WILSHIRE BLVD. STE. 200  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 639-1470  
**Fax:** (213) 639-1475  
**Internet/URL:** <http://www.dvscollege.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## DYNAMIC EDUCATIONAL SERVICES, INC (DESI)

**Address:** 1903 SANTE FE AVE  
LONG BEACH CA, 90810-  
**School Type:** Other Education

**Phone** (310) 670-0711  
**Fax:** (562) 495-0124  
**Internet/URL:** <http://www.jobcorps.org>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## DYNASTY INSTITUTE, INC.

**Address:** 2373 S HACIENDA BLVD  
HACIENDA HEIGHTS CA, 91745-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 855-0455  
**Fax:** (626) 855-0465  
**Internet/URL:** <http://www.dynastyschool.com>  
**Email:** dynastyschool@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No



## E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM/TECHNICAL CTR

**Address:** 1501 W DEL NORTE AVE  
WEST COVINA CA, 91790-1755  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (626) 962-5080  
**Fax:** (626) 472-5125  
**Internet/URL:** <http://www.esgvrop.org>  
**Email:** kcase@esgvrop.org

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

## EAST LOS ANGELES COLLEGE

**Address:** 1301 AVENIDA CESAR CHAVEZ  
MONTEREY PARK CA, 91754-6099  
**School Type:** Community Colleges  
**Phone** (323) 265-8650  
**Fax:** (323) 265-8631  
**Internet/URL:** <http://www.elac.cc.ca.us>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

## EAST LOS ANGELES OCCUPATIONAL CENTER

**Address:** 2100 MARENGO STREET  
LOS ANGELES CA, 90033-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (323) 223-1283  
**Fax:** (323) 223-6365  
**Internet/URL:** [http://www.lausd.k12.ca.us/east\\_la\\_oc/](http://www.lausd.k12.ca.us/east_la_oc/)  
**Email:** elaoc@lausd.k12.ca.us

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## EAST LOS ANGELES SKILLS CENTER

**Address:** 3921 SELIG PLACE  
LOS ANGELES CA, 90031-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (323) 227-0018  
**Fax:** (323) 222-2351  
**Internet/URL:** <http://www.elasc.lausd.k12.ca.us>  
**Email:** elasc@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## EAST LOS ANGELES TECHNICAL COLLEGE

**Address:** 3650 EAST OLYMPIC BLVD.  
LOS ANGELES CA, 90023  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 446-3528  
**Fax:** (323) 446-3531  
**Internet/URL:** <http://www.elatc.com>  
**Email:** classinfo@elatc.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## EDISON TRUCK DRIVING SCHOOL

**Address:** 2024 NORT DURFEE AVE.  
SOUTH EL MONTE CA, 91733-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 582-8540  
**Fax:** (626) 582-8529  
**Internet/URL:** <http://www.edison-9.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## EDNET CAREER INSTITUTE

**Address:** 6018 VARIEL AVE  
WOODLAND HILLS CA, 91364-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 702-8050  
**Fax:** (818) 702-6657  
**Internet/URL:** <http://www.ednet4u.com>  
**Email:** sandra@ednet4u.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

# TRAINING PROVIDERS

## EL CAMINO COLLEGE

**Address:** 16007 CRENSHAW BOULEVARD  
TORRANCE CA, 90506-0001  
**School Type:** Community Colleges  
**Phone** (310) 532-3670  
**Fax:** (310) 660-3106  
**Internet/URL:** <http://www.elcamino.edu>  
**Email:** [info@elcamino.cc.ca.us](mailto:info@elcamino.cc.ca.us)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## EL MONTE ROSEMEAD ADULT SCHOOL

**Address:** 10807 RAMONA BLVD  
EL MONTE CA, 91731-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (626) 258-5800  
**Fax:** (626) 258-5809  
**Internet/URL:** <http://www.emuhd.k12.ca.us>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## EL MONTE TRUCK DRIVING SCHOOL

**Address:** 15545 EAST ARROW HWY  
IRVINDALE CA, 91702-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 813-6611  
**Fax:** (626) 813-1103  
**Internet/URL:** [N/A](#)  
**Email:** [elmontetdsch@aol.com](mailto:elmontetdsch@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## EL RANCHO ADULT SCHOOL

**Address:** 9515 HANEY  
PICO RIVERA CA, 90660-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (562) 801-5009  
**Fax:** (562) 948-2041  
**Internet/URL:** [N/A](#)  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## ELECTRONIC TRAINING CENTER

**Address:** 14233 LAMBERT ROAD  
WHITTIER CA, 90605-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 693-2757  
**Fax:** (562) 693-2992  
**Internet/URL:** [N/A](#)  
**Email:** [res1dinw@verizon.net](mailto:res1dinw@verizon.net)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## EMBRY-RIDDLE AERONAUTICAL UNIVERSITY

**Address:** 40015 NORTH SIERRA HIGHWAY  
PALMDALE CA, 93550  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (209) 357-6770  
**Fax:** (209) 357-6770  
**Internet/URL:** [N/A](#)  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ESCUELAS LEICESTER

**Address:** 1940 S. FIGUEROA STREET  
LOS ANGELES CA, 90007-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 746-7666  
**Fax:** (213) 746-1581  
**Internet/URL:** [N/A](#)  
**Email:** [escuelaleicester@yahoo.com](mailto:escuelaleicester@yahoo.com)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**EXCEPTIONAL ADULT SCHOOL**

**Address:** 1104 E 148TH STREET  
COMPTON CA, 90220-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (310) 898-6473  
**Fax:** (310) 898-6477  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**FAIRFAX COMMUNITY ADULT SCHOOL**

**Address:** 7850 MELROSE AVENUE  
LOS ANGELES CA, 90046-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (323) 653-4085  
**Fax:** (323) 658-6077  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**FASHION CAREERS INTERNATIONAL**

**Address:** 112 WEST NINTH STREET, SUITE 1030  
LOS ANGELES CA, 90015  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (800) 360-4677  
**Fax:** (213) 688-4946  
**Internet/URL:** <http://www.fashioncareersusa.com>  
**Email:** [contact@fashioncareersusa.com](mailto:contact@fashioncareersusa.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**FASHION INSTITUTE OF DESIGN AND MERCHANDISING**

**Address:** 919 SOUTH GRAND AVENUE  
LOS ANGELES CA, 90015-1421  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 624-1200  
**Fax:** (213) 624-4799  
**Internet/URL:** <http://www.fidm.edu>  
**Email:** [info@fidm.edu](mailto:info@fidm.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** No  
**Diploma:** No

**FELDE PUBLICATIONS & PROGRAMS**

**Address:** 1820 PACIFIC COAST HIGHWAY  
HERMOSA BEACH CA, 90254  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 937-9652  
**Fax:** (310) 937-9653  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**FOREIGN TRADE INSTITUTE**

**Address:** 3900 KILROY AIRPORT WAY #105  
LONG BEACH CA, 90806-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 490-0651  
**Fax:** (562) 989-2202  
**Internet/URL:** [N/A](#)  
**Email:** [foreigntra@aol.com](mailto:foreigntra@aol.com)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**FREMONT COMMUNITY ADULT SCHOOL**

**Address:** 7676 SOUTH SAN PEDRO STREET  
LOS ANGELES CA, 90003-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (323) 778-1651  
**Fax:** (323) 778-8531  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## GARDENA-CARSON COMMUNITY ADULT SCHOOL

**Address:** 18120 SOUTH NORMANDIE AVENUE  
GARDENA CA, 90247-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 323-2686  
**Fax:** (310) 323-8981  
**Internet/URL:** <http://www.lausd.k12.ca.us>  
**Email:** lorange@lausd.k2.ca.us

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## GATES COLLEGE

**Address:** 4450 W 182ND ST UNIT A  
REDONDO BEACH CA, 90278-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 542-4411  
**Fax:** (310) 542-4282  
**Internet/URL:** <http://www.gatescollege.com>  
**Email:** corporate@gatescollege.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## GDS INSTITUTE

**Address:** 7916 LONG BEACH  
SOUTH GATE CA, 90280  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 585-5577  
**Fax:** (323) 585-6428  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## GLENDALE CAREER COLLEGE

**Address:** 1015 GRANDVIEW AVENUE  
GLENDALE CA, 91201-2205  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (800) 498-1818  
**Fax:** (818) 243-6028  
**Internet/URL:** <http://www.success.edu>  
**Email:** [N/A](#)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## GLENDALE COMMUNITY COLLEGE

**Address:** 1500 NORTH VERDUGO ROAD  
GLENDALE CA, 91208-2894  
**School Type:** Community Colleges  
**Phone** (818) 240-1000  
**Fax:** (818) 551-5255  
**Internet/URL:** <http://www.glendale.edu>  
**Email:** [info@glendale.edu](mailto:info@glendale.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## GNOMON INC., SCHOOL OF VISUAL EFFECTS FOR FILM, TELEVISION & GAMES

**Address:** 1015 N CAHUENGA BLVD  
HOLLYWOOD CA, 90038-  
**School Type:** Other Education  
**Phone** (323) 466-6663  
**Fax:** (323) 466-6710  
**Internet/URL:** <http://www.gnomon3d.com>  
**Email:** [admin@gnomon3d.com](mailto:admin@gnomon3d.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## GOLDEN CITY PROFESSIONAL STUDIES

**Address:** 2550 W MAIN ST SUITE 105  
ALHAMBRA CA, 91801-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 457-8836  
**Fax:** (626) 457-8852  
**Internet/URL:** <http://www.goldtax.com>  
**Email:** [goldtax@juno.com](mailto:goldtax@juno.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

**GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY**

<b>Address:</b>	800 W PACIFIC COAST HIGHWAY LONG BEACH CA, 90806-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Apprenticeship Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 435-3411	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(562) 495-1947	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.goodwill-lbsb.org">http://www.goodwill-lbsb.org</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	info@goodwill-lbsb.org	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

**GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA**

<b>Address:</b>	14565 LANARK STREET PANORAMA CITY CA, 91402-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Apprenticeship Programs	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(818) 782-2520	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(818) 782-3130	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.lagoodwill.org">http://www.lagoodwill.org</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	questions@lagoodwill.org	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

**GOTRAIN INC.**

<b>Address:</b>	5150 E. PACIFIC COAST HWY., #204 LONG BEACH CA, 90804	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Other Education	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 985-0974	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(562) 985-0984	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.gotrain247.com">http://www.gotrain247.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Email:</b>	info@gotrain247.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

**GRANDVIEW CALIFORNIA SCHOOL**

<b>Address:</b>	936 CRENSHAW BLVD LOS ANGELES CA, 90019	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(213) 383-2400	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(213) 380-7342	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

**H & R BLOCK TAX SCHOOL**

<b>Address:</b>	953 EAST COLORADO BOULEVARD PASADENA CA, 91106-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 792-7164	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 792-2617	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.hrblock.com">http://www.hrblock.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

**H & R BLOCK TAX TRAINING SCHOOL**

<b>Address:</b>	5500 SEPULVEDA BOULEVARD CULVER CITY CA, 90230-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 390-7667	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 390-0499	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.hrblock.com">http://www.hrblock.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

**HACIENDA LA PUENTE ADULT EDUCATION**

<b>Address:</b>	14101 E NELSON ST LA PUENTE CA, 91746-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 934-2800	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 855-3169	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.hlpusd.k12.ca.us">http://www.hlpusd.k12.ca.us</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

# TRAINING PROVIDERS

## HAMILTON ADULT SCHOOL

**Address:** 2606 W 182ND STREET  
TORRANCE CA, 90504-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 533-4459  
**Fax:** (310) 972-6395  
**Internet/URL:** <http://dotobert.tripod.com/index.htm>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## HARBOR OCCUPATIONAL CENTER

**Address:** 740 NORTH PACIFIC AVENUE  
SAN PEDRO CA, 90731-1696  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 547-5551  
**Fax:** (310) 547-4974  
**Internet/URL:** [http://www.lausd.net/harbor\\_oc](http://www.lausd.net/harbor_oc)  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## HARNITA VOCATIONAL CENTER

**Address:** 555 W REDONDO BEACH BLVD #204  
GARDENA CA, 90248-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (310) 329-1131  
**Fax:** (310) 329-2471  
**Internet/URL:** [N/A](http://www.harnita.net)  
**Email:** [harnita@pacbell.net](mailto:harnita@pacbell.net)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM

**Address:** 21515 CENTRE POINTE PARKWAY  
SANTA CLARITA CA, 91350-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (661) 259-0033  
**Fax:** (661) 254-8653  
**Internet/URL:** <http://www.hartdistrict.org>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## HEALTH AND CAREER INSTITUTE

**Address:** 2001 TYLER AVENUE, SUITE 204  
SOUTH EL MONTE CA, 91733-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 401-1395  
**Fax:** (626) 401-3707  
**Internet/URL:** [N/A](http://www.hciirene.com)  
**Email:** [hciirene@earthlink.net](mailto:hciirene@earthlink.net)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## HEMPHILL SCHOOLS

**Address:** 2500 WILSHIRE BLVD - STE 704  
LOS ANGELES CA, 90057-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (800) 252-4595  
**Fax:** (213) 480-0170  
**Internet/URL:** <http://www.hemphillschools.com>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## HOME STUDY INC DBA AMERICAN SCHOOLS

**Address:** 23240 HAWTHORNE BLVD. #201  
TORRANCE CA, 90505  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 544-2090  
**Fax:**  
**Internet/URL:** <http://americanschoolsonline.com>  
**Email:** [americanschools@americanschoolsonline.com](mailto:americanschools@americanschoolsonline.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		



## HSI LAI UNIVERSITY

**Address:** 1409 N WALNUT GROVE AVE  
ROSEMEAD CA, 91770-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (626) 571-8811  
**Fax:** (626) 571-1413  
**Internet/URL:** <http://www.hlu.edu>  
**Email:** info@hlu.edu

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** Yes  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## HUBBARD COLLEGE OF ADMINISTRATION

**Address:** 320 N. VERMONT AVE  
HOLLYWOOD CA, 90004  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 660-8685  
**Fax:** (323) 912-1984  
**Internet/URL:** <http://www.hubbardco.org>  
**Email:** administration@hubbardco.org

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

## HUNTINGTON PARK COMMUNITY ADULT SCHOOL

**Address:** 6020 MILES AVENUE  
HUNTINGTON PARK CA, 90255-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (323) 581-0168  
**Fax:** (323) 581-5515  
**Internet/URL:** N/A  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## ICDC COLLEGE

**Address:** 6330 PACIFIC BLVD., # 200  
HUNTINGTON PARK CA, 90255  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 277-1900  
**Fax:** (323) 277-1901  
**Internet/URL:** <http://learncareer.com>  
**Email:** icdc@earthlink.net

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## IDEAL TRAINING CENTER

**Address:** 13161 SHERMAN WAY, UNIT .A  
NORTH HOLLYWOOD CA, 91605-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 759-5590  
**Fax:** (818) 759-7312  
**Internet/URL:** N/A  
**Email:** ideal97@ix.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## IMPERIAL TRUCK DRIVING SCHOOL

**Address:** 6101 WILMINGTON AVENUE  
LOS ANGELES CA, 90001-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 581-7131  
**Fax:** (323) 581-7134  
**Internet/URL:** N/A  
**Email:** imperialtruckschool@sbcglobal.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## INGLEWOOD ADULT SCHOOL

**Address:** 106 E MANCHESTER - STE 350  
INGLEWOOD CA, 90301-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 330-5222  
**Fax:** (310) 330-5218  
**Internet/URL:** N/A  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## INSTITUTE OF COMPUTER TECHNOLOGY

**Address:** 3200 WILSHIRE BOULEVARD  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 381-3333  
**Fax:** (213) 736-5203  
**Internet/URL:** <http://www.ictcollege.edu>  
**Email:** [jwilk@itccollege.edu](mailto:jwilk@itccollege.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTELLITRAIN INC

**Address:** 12125 WOODRUFF AVENUE  
DOWNEY CA, 90242-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 803-1400  
**Fax:** (562) 803-1211  
**Internet/URL:** <http://www.intellitraining.com>  
**Email:** [rpsmall@intellitraining.com](mailto:rpsmall@intellitraining.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTERCOAST COLLEGES

**Address:** 401 S GLENOAKS BLVD - STE 211  
BURBANK CA, 91502-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 500-8400  
**Fax:** (818) 500-3987  
**Internet/URL:** <http://www.intercoastcolleges.com>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTERNAL ENVIRONMENT INSTITUTE

**Address:** 11739 WASHINGTON BOULEVARD  
LOS ANGELES CA, 90066-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 572-6223  
**Fax:** (310) 572-6217  
**Internet/URL:** <http://www.allredtec.com>  
**Email:** [reg@allredtec.com](mailto:reg@allredtec.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTERNATIONAL CAREER COLLEGE INC

**Address:** 14545 VICTORY BLVD., #600  
VAN NUYS CA, 91411-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 787-0007  
**Fax:** (818) 787-0008  
**Internet/URL:** <http://www.learncareer.com>  
**Email:** [icdcollege@hotmail.com](mailto:icdcollege@hotmail.com)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTERNATIONAL CAREER DEVELOPMENT CENTER (ICDC)

**Address:** 6363 WILSHIRE BLVD #600  
LOS ANGELES CA, 90048-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 655-9100  
**Fax:** (323) 655-9191  
**Internet/URL:** <http://www.learncareer.com>  
**Email:** [icdc@earthlink.net](mailto:icdc@earthlink.net)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## INTERNATIONAL TECHNICAL SCHOOLS, INC.

**Address:** 2714 DURFEE AVENUE  
EL MONTE CA, 91732-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 575-4826  
**Fax:** (626) 575-7480  
**Internet/URL:** N/A  
**Email:** [apagmla@yahoo.com](mailto:apagmla@yahoo.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

**INTERNATIONAL TRAINING CAREER TRAVEL INSTITUTE**

**Address:** 8527 ALONOLRA BLVD., SUITE 202  
PARAMOUNT CA, 90723  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 272-6675  
**Fax:** (562) 272-6603  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**IT TRACKS INSTITUTE**

**Address:** 2155 E. GARVEY AVE., NORTH, # B17  
WEST COVINA CA, 91791-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 858-8996  
**Fax:** (626) 858-8997  
**Internet/URL:** <http://www.ittracks.com>  
**Email:** [info@ittracks.com](mailto:info@ittracks.com)

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**JOBS FOR PROGRESS INC, SER - INST OF BUSINESS TECHNOLOGY**

**Address:** 15623 HAWTHORNE BL  
LAWNDAL CA, 90260  
**School Type:** Other Education

**Phone** (310) 263-2650  
**Fax:** (310) 263-2663  
**Internet/URL:** <http://www.ser-national.org>  
**Email:** [lilyser@msn.com](mailto:lilyser@msn.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**JOBS FOR PROGRESS INC, SER – SUMMER YOUTH EMPLOYMENT & TRAINING**

**Address:** 3800 W EL SEGUNDO BLVD #203  
HAWTHORNE CA, 90250-  
**School Type:** Other Education

**Phone** (310) 970-0826  
**Fax:**  
**Internet/URL:** <http://www.serjobswest.org>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**JOBS FOR PROGRESS/SER SOUTH BAY**

**Address:** 4346 SOUTH STREET  
LAKEWOOD CA, 90712-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 272-4272  
**Fax:** (562) 531-4658  
**Internet/URL:** <http://www.serjobswest.org>  
**Email:** [seracademy@earthlink.net](mailto:seracademy@earthlink.net)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**JORDAN-LOCKE COMMUNITY ADULT SCHOOL**

**Address:** 325 E. 111TH STREET  
LOS ANGELES CA, 90061-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (323) 757-8296  
**Fax:** (323) 757-9416  
**Internet/URL:** [N/A](#)  
**Email:** [jordanlockecas@yahoo.com](mailto:jordanlockecas@yahoo.com)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**JR TRUCK DRIVING SCHOOL**

**Address:** 8741 GLENOAKS BLVD  
SUN VALLEY CA, 91352  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 767-2743  
**Fax:**  
**Internet/URL:** [not applicable](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

# TRAINING PROVIDERS

## KELLER GRADUATE SCHOOL OF MANAGEMENT OF DEVRY UNIVERSITY

**Address:** 901 CORPORATE CENTER DRIVE  
POMONA CA, 91768-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (909) 865-0402  
**Fax:** (909) 865-3863  
**Internet/URL:** <http://www.keller.edu>  
**Email:** mbarrios@keller.edu

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## KENSINGTON UNIVERSITY

**Address:** 520 E. BROADWAY - STE 400  
GLENDALE CA, 91205-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (800) 423-2495  
**Fax:** (818) 240-1707  
**Internet/URL:** <http://www.kensington.edu>  
**Email:** kensington.edu@earthlink.net

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## L.A. SHEET METAL WORKERS' J.A.T.C.

**Address:** 464 S LUCAS AVE  
LOS ANGELES CA, 90017-  
**School Type:** Apprenticeship Programs  
**Phone** (213) 481-2088  
**Fax:** (213) 481-2076  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

**Address:** 18501 E. GALE AVENUE STE. 100  
LA PUENTE CA, 91744  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (626) 810-3300  
**Fax:** (626) 581-9107  
**Internet/URL:** <http://www.lpvrop.org>  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LADERA CAREER PATHS TRAINING CENTERS

**Address:** 6820 LA TIJERA BLVD - STE 217  
LOS ANGELES CA, 90045-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 568-0244  
**Fax:** (310) 568-8202  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LARSON TRAINING CENTERS INC.

**Address:** 637 E ALBERTONI ST - STE 100  
CARSON CA, 90746-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 352-3811  
**Fax:** (310) 352-3818  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LAS AMERICA TRUCKING SCHOOL

**Address:** 1120 SOUTH MABLE AVENUE  
MONTEBELLO CA, 90640  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (232) 346-1401  
**Fax:** (323) 346-1404  
**Internet/URL:** <http://www.lasamericatruckingschool.com>  
**Email:** lats2@earthlink.net

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LATIS CAREER COLLEGE

**Address:** 695 SOUTH VERMONT - STE 500  
LOS ANGELES CA, 90005-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 736-5626  
**Fax:** (213) 736-5703  
**Internet/URL:** <http://www.laticollege.com>  
**Email:** jpaniagua@laticollege.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## LAUSD SOUTH GATE COMMUNITY ADULT SCHOOL

**Address:** 9200 STATE STREET  
SOUTH GATE CA, 90280-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (323) 563-0771  
**Fax:** (323) 566-4043  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## LAUSD-METROPOLITAN SKILLS CENTER

**Address:** 2801 WEST SIXTH STREET  
LOS ANGELES CA, 90057-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (213) 386-7269  
**Fax:** (213) 252-9435  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## LEARNING TREE INTERNATIONAL

**Address:** 6053 W CENTURY BLVD  
LOS ANGELES CA, 90045-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 417-9700  
**Fax:** (310) 645-4762  
**Internet/URL:** <http://www.learningtree.com>  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## LEARNING TREE UNIVERSITY

**Address:** 20920 KNAPP ST  
CHATSWORTH CA, 91311  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (800) 994-4588  
**Fax:** (818) 341-0707  
**Internet/URL:** <http://www.ltuonline.com>  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** No  
**Counseling:** No  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## LEVY ADULT CENTER

**Address:** 3420 W 2229TH PL  
TORRANCE CA, 90505  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (310) 533-4689  
**Fax:** (310) 972-6399  
**Internet/URL:** <http://dotobert.tripod.com/index.htm>  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## LEWIS E KELLEY PROFESSIONAL ACADEMY OF CHAUFFEURING

**Address:** 1616 W ANAHEIM ST  
HARBOR CITY CA, 90710-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 539-2740  
**Fax:** (310) 539-9466  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## LIBERTY TRAINING INSTITUTE

**Address:** 2706 WILSHIRE BLVD.  
LOS ANGELES CA, 90057-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 383-9545  
**Fax:** (213) 383-9550  
**Internet/URL:** [N/A](#)  
**Email:** [libtrain@pacbell.net](mailto:libtrain@pacbell.net)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LICENSE INSTRUCTION SCHOOLS

**Address:** 2121 CLOVERFIELD BOULEVARD, STE 203  
SANTA MONICA CA, 90404-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (800) 346-7277  
**Fax:**  
**Internet/URL:** <http://www.contractorschool.com>  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LIFE CHRISTIAN UNIVERSITY

**Address:** 555 W REDONDO BEACH BLVD 111  
GARDENA CA, 90248-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (310) 756-0001  
**Fax:** (310) 756-0004  
**Internet/URL:** <http://www.lifeuniv.com>  
**Email:** [info@lifeuniv.com](mailto:info@lifeuniv.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	No	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## LIKIE FASHION & TECHNOLOGY COLLEGE

**Address:** 8450 E GARVEY AVE - STE 201  
ROSEMEAD CA, 91770-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (626) 572-8506  
**Fax:** (626) 572-7423  
**Internet/URL:** <http://www.likiecollege.com>  
**Email:** [info@likiecollege.com](mailto:info@likiecollege.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## LINCOLN SCHOOL OF TRUCKING

**Address:** 15051 LEFFINGWELL RD - STE 105  
WHITTIER CA, 90604-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (562) 946-8311  
**Fax:** (562) 777-0985  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LINDSEY ELECTRONIC OCCUPATIONS JOB TRAINING AND PLACEMENT SERVICE.

**Address:** 1601 W CENTINELLA BLVD, STE 207  
INGLEWOOD CA, 90302  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 649-0652  
**Fax:** (310) 645-6543  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LONG BEACH CITY COLLEGE

**Address:** 1305 EAST PACIFIC COAST HWY  
LONG BEACH CA, 90806-  
**School Type:** Community Colleges  
**Phone** (562) 938-3944  
**Fax:** (562) 938-3912  
**Internet/URL:** <http://www.lbcc.cc.ca.us>  
**Email:** [N/A](#)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		



## LONG BEACH REGIONAL OCCUPATIONAL PROGRAMS

<b>Address:</b>	3701 E. WILLOW STREET, SUITE B LONG BEACH CA, 90815	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 426-6846	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>		<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://lacorop.org/">http://lacorop.org/</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## LOS ANGELES CHAPTER NAT'L TOOLING & MACHINING ASSOC. TRAINING CENTER

<b>Address:</b>	14926 BLOOMFIELD AVENUE NORWALK CA, 90650-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 921-3722	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(562) 802-0894	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.trainingcenters.org">http://www.trainingcenters.org</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## LOS ANGELES CITY COLLEGE

<b>Address:</b>	855 N VERMONT AVE LOS ANGELES CA, 90029-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Community Colleges	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 953-4000	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 953-4013	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Internet/URL:</b>	<a href="http://www.lacitycollege.edu">http://www.lacitycollege.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

## LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

<b>Address:</b>	3440 WILSHIRE BLVD - STE 1111 LOS ANGELES CA, 90010-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(213) 389-9781	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(213) 389-9692	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.lacmt.com">http://www.lacmt.com</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Email:</b>	admission@lacmt.com	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## LOS ANGELES COUNTY PASADENA ROP

<b>Address:</b>	1201 S MARENGO AVE - ROP C154 PASADENA CA, 91109	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(626) 795-6981	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(626) 795-5328	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.lacoe.edu">http://www.lacoe.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Email:</b>	wilding_valerie@lacoropmail.org	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## LOS ANGELES COUNTY ROP

<b>Address:</b>	9300 IMPERIAL HWY DOWNEY CA, 90242-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Secondary Schools with Occupational Programs (ROP and vocational/occupational education)	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 922-6850	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(562) 928-1638	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://lacorop.com">http://lacorop.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	Yes		

## LOS ANGELES HARBOR COLLEGE

<b>Address:</b>	1111 FIGUEROA PLACE WILMINGTON CA, 90744-2397	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Community Colleges	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 233-4000	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 233-4223	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Internet/URL:</b>	<a href="http://www.lahc.edu">http://www.lahc.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

# TRAINING PROVIDERS

## LOS ANGELES MISSION COLLEGE

**Address:** 13356 ELDRIDGE AVENUE  
SYLMAR CA, 91342-3200  
**School Type:** Community Colleges  
**Phone** (818) 364-7600  
**Fax:** (818) 364-7826  
**Internet/URL:** <http://www.lamission.edu>  
**Email:** [info@lamission.cc.ca.us](mailto:info@lamission.cc.ca.us)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## LOS ANGELES ORT TECHNICAL INSTITUTE

**Address:** 6435 WILSHIRE BLVD  
LOS ANGELES CA, 90048-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 966-5444  
**Fax:** (323) 966-5455  
**Internet/URL:** <http://www.laort.com>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## LOS ANGELES ORT TECHNICAL INSTITUTE – SHERMAN OAKS BRANCH

**Address:** 15130 VENTURA BOULEVARD  
SHERMAN OAKS CA, 91403-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 382-6005  
**Fax:** (818) 788-3997  
**Internet/URL:** <http://www.laort.com>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## LOS ANGELES PIERCE COLLEGE

**Address:** 6201 WINNETKA AVENUE  
WOODLAND HILLS CA, 91371-0001  
**School Type:** Community Colleges  
**Phone** (818) 347-0551  
**Fax:** (818) 710-4410  
**Internet/URL:** <http://www.piercecollege.com>  
**Email:** [pierceinfo@piercecollege.edu](mailto:pierceinfo@piercecollege.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## LOS ANGELES SOUTHWEST COLLEGE

**Address:** 1600 WEST IMPERIAL HIGHWAY  
LOS ANGELES CA, 90047-  
**School Type:** Community Colleges  
**Phone** (323) 241-5225  
**Fax:** (323) 241-5464  
**Internet/URL:** <http://www.lasc.cc.ca.us>  
**Email:** [webmaster@calworks.laccd.edu](mailto:webmaster@calworks.laccd.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## LOS ANGELES TRADE - TECHNICAL COLLEGE

**Address:** 400 WEST WASHINGTON BOULEVARD  
LOS ANGELES CA, 90015-4108  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 763-7000  
**Fax:** (213) 763-5393  
**Internet/URL:** <http://www.lattc.cc.ca.us>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## LOS ANGELES URBAN LEAGUE AUTOMOTIVE TRAINING CENTER

**Address:** 3833 S CRENSHAW BLVD  
LOS ANGELES CA, 90006-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 299-1633  
**Fax:** (323) 299-4276  
**Internet/URL:** <http://www.laatc.org>  
**Email:** [v\\_dorsey@laatc.org](mailto:v_dorsey@laatc.org)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY CENTER

<b>Address:</b>	5414 SOUTH CRENSHAW BOULEVARD LOS ANGELES CA, 90043-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 292-8111	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 292-7851	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.laul.org">http://www.laul.org</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	lshaw@laul.org	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## LOS ANGELES VALLEY COLLEGE

<b>Address:</b>	5800 FULTON AVENUE VAN NUYS CA, 91401-4096	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Community Colleges	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(818) 947-2600	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(818) 947-2610	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Internet/URL:</b>	<a href="http://www.lavc.edu">http://www.lavc.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

## LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)

<b>Address:</b>	855 N. VERMONT AVENUE LOS ANGELES CA, 90029-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Community Colleges	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(818) 947-2941	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(818) 947-2490	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Internet/URL:</b>	<a href="http://www.lavc.cc.ca.us">http://www.lavc.cc.ca.us</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

## LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES

<b>Address:</b>	7900 LOYOLA BLVD LOS ANGELES CA, 90045-2699	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Phone</b>	(310) 338-2700	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Fax:</b>	(310) 338-4466	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.lmu.edu">http://www.lmu.edu</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## LYNWOOD ADULT SCHOOL

<b>Address:</b>	4050 IMPERIAL HWY LYNWOOD CA, 90262-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 604-3096	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 635-9107	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	Yes		

## MANUAL ARTS/JEFFERSON COMMUNITY ADULT SCHOOL

<b>Address:</b>	4131 SOUTH VERMONT AVENUE LOS ANGELES CA, 90037-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 234-9177	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 234-1310	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## MARIAN HEALTH CAREERS CENTER

<b>Address:</b>	3325 WILSHIRE BLVD - STE 1213 LOS ANGELES CA, 90010-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(213) 388-3566	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(213) 388-9606	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.mariancollege.com">http://www.mariancollege.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	info@mariancollege.com	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

# TRAINING PROVIDERS

## MARYMOUNT COLLEGE

**Address:** 30800 PALOS VERDES DRIVE EAST  
RANCHO PALOS VERDES CA, 90275-6299  
**School Type:** Community Colleges  
**Phone** (310) 377-5501  
**Fax:** (310) 265-0962  
**Internet/URL:** <http://www.marymountpv.edu>  
**Email:** [info@marymountpv.edu](mailto:info@marymountpv.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## MASHDOTS COLLEGE

**Address:** 616 NORTH GLENDALE AVENUE  
GLENDALE CA, 91206  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (818) 548-9345  
**Fax:** (818) 548-9342  
**Internet/URL:** <http://www.mashdotscollege.com>  
**Email:** [mashdots@aol.com](mailto:mashdots@aol.com)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## MASTER'S COLLEGE AND SEMINARY

**Address:** 21726 PLACERITA CANYON ROAD  
SANTA CLARITA CA, 91321-1200  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (661) 259-3540  
**Fax:** (661) 254-1998  
**Internet/URL:** <http://www.masters.edu>  
**Email:** [enrollment@masters.edu](mailto:enrollment@masters.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## MAXINE WATERS EMPLOYMENT PREPARATION CENTER

**Address:** 10925 S CENTRAL AVE  
LOS ANGELES CA, 90059-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (323) 564-1431  
**Fax:** (323) 566-0147  
**Internet/URL:** [N/A](http://N/A)  
**Email:** [vbush@lausd.k12.ca.us](mailto:vbush@lausd.k12.ca.us)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## MEDICAL INSTITUTE VOCATIONAL SCHOOL

**Address:** 5170 SANTA MONICA BLVD. #300  
LOS ANGELES CA, 90029  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 663-2700  
**Fax:** (323) 663-2777  
**Internet/URL:** [N/A](http://N/A)  
**Email:** [emvabe@aol.com](mailto:emvabe@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## MERCEDES VOCATIONAL SCHOOL

**Address:** 322 SOUTH BROADWAY  
LOS ANGELES CA, 90013-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 622-9730  
**Fax:** (213) 617-7866  
**Internet/URL:** <http://www.mercedesvoc.com>  
**Email:** [mercedes@mercedesvoc.com](mailto:mercedes@mercedesvoc.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## METROPOLITAN COLLEGIATE INSTITUTE

**Address:** 16661 VENTURA BLVD - STE 518  
ENCINO CA, 91436-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 990-3100  
**Fax:** (818) 990-1811  
**Internet/URL:** [N/A](http://N/A)  
**Email:** [mcica@aol.com](mailto:mcica@aol.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

**MEXICAN AMERICAN OPPORTUNITY FOUNDATION**

**Address:** 972 S GOODRICH AVE  
COMMERCE CA, 90022-  
**School Type:** Other Education

**Phone** (323) 890-1555  
**Fax:** (323) 890-1556  
**Internet/URL:** <http://www.maof.org>  
**Email:** maofetp@maof.org

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

**MODERN TECHNOLOGY SCHOOL OF X-RAY**

**Address:** 6180 LAUREL CANYON BOULEVARD,  
NORTH HOLLYWOOD CA, 91606-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 763-2563  
**Fax:** (818) 763-1623  
**Internet/URL:** <http://www.moderntec.com>  
**Email:** mail@moderntec.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**MONROVIA ADULT SCHOOL**

**Address:** 920 S MOUNTAIN AVE  
MONROVIA CA, 91016-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (626) 471-3035  
**Fax:** (626) 471-3036  
**Internet/URL:** [N/A](http://N/A)  
**Email:** monic@ix.netcom.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**MONTEREY PARK COLLEGE**

**Address:** 583 S MONTEREY PASS ROAD  
MONTEREY PARK CA, 91754-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 576-2444  
**Fax:** (626) 576-2540  
**Internet/URL:** <http://www.montereyparkcollege.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**MOUNT ST. MARY'S COLLEGE**

**Address:** 12001 CHALON ROAD  
LOS ANGELES CA, 90049-1599  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (310) 954-4000  
**Fax:** (310) 954-4259  
**Internet/URL:** <http://www.msmc.la.edu>  
**Email:** califaceese.msmc.la.edu

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

**MT SAN ANTONIO COLLEGE**

**Address:** 1100 N GRAND AVE - BLDG 30  
WALNUT CA, 91789-  
**School Type:** Community Colleges

**Phone** 9095944845  
**Fax:** 9094683934  
**Internet/URL:** <http://www.mtsac.edu>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

**MULTIMEDIA INSTITUTE**

**Address:** 1529 E PALMDALE BLVD.  
PALMDALE CA, 93550-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (661) 265-7777  
**Fax:** (661) 265-7772  
**Internet/URL:** <http://www.multimedaiinstitute.com>  
**Email:** carolyn@multimedia.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes



# TRAINING PROVIDERS

## MY DENTIST, SCHOOL FOR DENTAL ASSISTANTS

**Address:** 6361 PACIFIC BLVD. #100  
HUNTINGTON PARK CA, 90255-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 582-1999  
**Fax:** (323) 582-2595  
**Internet/URL:** <http://www.rdaschool.com>  
**Email:** info@rdaschool.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## NATIONAL COMPUTER TRAINING

**Address:** 11901 SANTA MONICA BOULEVARD,  
WEST LOS ANGELES CA, 90025-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 207-2020  
**Fax:** (310) 966-6766  
**Internet/URL:** <http://www.nctwla.com>  
**Email:** tammyncn@yahoo.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## NATIONAL EDUCATION CENTER, BRYMAN COLLEGE

**Address:** 18040 SHERMAN WAY - STE 400  
RESEDA CA, 91331  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 887-7911  
**Fax:** (818) 774-1577  
**Internet/URL:** <http://www.cci.edu>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## NATIONAL INSTITUTE OF TECHNOLOGY

**Address:** 236 EAST THIRD STREET  
LONG BEACH CA, 90802-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 437-0501  
**Fax:** (562) 432-3721  
**Internet/URL:** <http://nitschools.com/274/f-274.htm>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

## NATIONAL POLYTECHNIC COLLEGE

**Address:** 2465 W WHITTIER BLVD - STE 201  
MONTEBELLO CA, 90640-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 728-9636  
**Fax:** (323) 728-0952  
**Internet/URL:** <http://www.npcollege.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## NEW BRIDGE UNIVERSITY

**Address:** 515 SHATTO PLACE  
LOS ANGELES CA, 90020-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (213) 383-4461  
**Fax:** (213) 383-4503  
**Internet/URL:** <http://www.nbu.edu>  
**Email:** cathy@nbu.edu

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## NEW HORIZONS COMPUTER LEARNING CENTER

**Address:** 100 CORPORATE POINT #195  
CULVER CITY CA, 90230-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 348-1144  
**Fax:** (310) 348-1970  
**Internet/URL:** <http://www.newhorizons.com>  
**Email:** registration.losangeles@newhorizons.com

**Financial Aid:** Yes  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No



## NEW LOS ANGELES AUTOMOTIVE TRAINING CORPORATION, THE

**Address:** 3833 S CRENSHAW BLVD  
LOS ANGELES CA, 90008-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 299-1633  
**Fax:** (323) 299-4276  
**Internet/URL:** <http://www.laatc.org>  
**Email:** admissions@laatc.org

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## NICK HARRIS DETECTIVE ACADEMY

**Address:** 16917 ENADIA WAY  
VAN NUYS CA, 91406-3602  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 989-6360  
**Fax:** (818) 994-7427  
**Internet/URL:** <http://www.nickharrisdetectives.nstemp.com/>  
**Email:** friedmancollege@usa.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## NORTH AMERICAN INSTITUTE

**Address:** 6350 LAUREL CANYON BLVD STE302  
NORTH HOLLYWOOD CA, 91606-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 752-7288  
**Fax:** (818) 752-9917  
**Internet/URL:** N/A  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## NORTH VALLEY OCCUPATIONAL CENTER

**Address:** 11450 SHARP AVENUE  
MISSION HILLS CA, 91345-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (818) 365-9645  
**Fax:** (818) 365-2695  
**Internet/URL:** <http://www.nvoc.org>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

**Address:** 134 W HOLT AVENUE  
POMONA CA, 91768-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (909) 623-1552  
**Fax:** (909) 623-3578  
**Internet/URL:** <http://www.north-westcollege.com>  
**Email:** mitchell@north-westcollege.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## NORWALK-LA MIRADA ADULT SCHOOL

**Address:** 15711 PIONEER BLVD  
NORWALK CA, 90650-5849  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (562) 868-9858  
**Fax:** (562) 863-2159  
**Internet/URL:** <http://www.nlmusd.k12.ca.us/schools/adultschool.htm>  
**Email:** adult\_school@nlmusd.k12.ca.us

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## OCCIDENTAL COLLEGE

**Address:** 1600 CAMPUS ROAD  
LOS ANGELES CA, 90041-  
**School Type:** Private 4- or more year Colleges and Universities, including Graduate and Professional Schools  
**Phone** (800) 825-5262  
**Fax:** (323) 259-2907  
**Internet/URL:** <http://www.oxy.edu>  
**Email:** admission@oxy.edu

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

# TRAINING PROVIDERS

## OPPORTUNITIES INDUSTRIALIZATION CENTER

**Address:** 11100 S WESTERN AVE  
LOS ANGELES CA, 90047-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 754-3116  
**Fax:** (323) 754-7380  
**Internet/URL:** <http://www.laoic.org>  
**Email:** laoic@laoic.org

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## PACIFIC INSTITUTE OF ART & DESIGN

**Address:** 336 SOUTH EL MOLINO AVENUE  
PASADENA CA, 91101  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 634-1911  
**Fax:**  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## PACIFIC STATES UNIVERSITY

**Address:** 1516 SOUTH WESTERN AVENUE  
LOS ANGELES CA, 90006-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (888) 200-0383  
**Fax:** (323) 731-7276  
**Internet/URL:** <http://www.psuca.edu>  
**Email:** admission@psuca.edu

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## PACIFIC WESTERN UNIVERSITY

**Address:** 1650 WESTWOOD BLVD - STE 205  
LOS ANGELES CA, 90024-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (800) 423-3244  
**Fax:** (310) 446-5288  
**Internet/URL:** <http://www.pwu-ca.edu>  
**Email:** admissions@pwu-ca.edu

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## PARAMOUNT ADULT EDUCATION CENTER

**Address:** 14507 PARAMOUNT BLVD  
PARAMOUNT CA, 90723-4378  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (562) 602-6080  
**Fax:** (562) 634-7339  
**Internet/URL:** [N/A](#)  
**Email:** paramount@otan.dni.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## PASADENA CITY COLLEGE

**Address:** 1570 EAST COLORADO BOULEVARD  
PASADENA CA, 91106-2003  
**School Type:** Community Colleges

**Phone** (626) 585-7123  
**Fax:** (626) 585-7915  
**Internet/URL:** <http://www.pasadena.edu>  
**Email:** admissions@paccd.cc.ca.us

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## PEPPERDINE UNIVERSITY

**Address:** 24255 PACIFIC COAST HIGHWAY  
MALIBU CA, 90263-4392  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (310) 506-4000  
**Fax:** (310) 506-4861  
**Internet/URL:** <http://www.pepperdine.edu>  
**Email:** admission-seaver@pepperdine.edu

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## PGM FASHION SCHOOL

**Address:** 225 W 8TH STREET RM 316  
LOS ANGELES CA, 90014-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 627-1999  
**Fax:** (213) 627-1999  
**Internet/URL:** <http://www.pgm-cad.com>  
**Email:** pgm-appareal@wordnet.att.net

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## PLATT COLLEGE

**Address:** 10900 E 183RD STREET - STE 290  
CERRITOS CA, 90703-  
**School Type:** Community Colleges

**Phone** (562) 809-5100  
**Fax:** (562) 809-7100  
**Internet/URL:** <http://www.plattedu.com>  
**Email:** randy@plattedu.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

## POWER SKILLS CENTER

**Address:** 3407 W. 6TH STREET, SUITE 804  
LOS ANGELES CA, 90020  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 487-1044  
**Fax:** (213) 487-0472  
**Internet/URL:** <http://www.powerskillscenter.com>  
**Email:** powerskills@earthlink.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## PRACTICAL DATA PROCESSING SCHOOL

**Address:** 11515 ARTESIA BLVD  
ARTESIA CA, 90701-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 402-7209  
**Fax:** (562) 865-2658  
**Internet/URL:** N/A  
**Email:** eacorda.pdp@verizon.net

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## PREMIER TRAINING CENTERS

**Address:** 3025 E AVE "S"  
PALMDALE CA, 93551-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (661) 274-8588  
**Fax:** (661) 274-8610  
**Internet/URL:** N/A  
**Email:** ptcshool@aol.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## PREMIERE CAREER COLLEGE

**Address:** 12901 RAMONA BLVD - STE D  
IRVINDALE CA, 91706-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (626) 814-2080  
**Fax:** (626) 814-3242  
**Internet/URL:** <http://www.premcol.com>  
**Email:** premiere@premcol.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## PROFESSIONAL CAREER INSTITUTE

**Address:** 17215 STUDEBAKER ROAD, SUITE 310  
CERRITOS CA, 90703  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (888) 425-5724  
**Fax:** (562) 916-5057  
**Internet/URL:** <http://www.pci-ed.com>  
**Email:** rkhan@pci-ed.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

# TRAINING PROVIDERS

## REBECCA'S VOCATIONAL SCHOOL

**Address:** 196 E 2ND STREET.  
POMONA CA, 91766  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (909) 622-3805  
**Fax:** (909) 622-2994  
**Internet/URL:** [N/A](#)  
**Email:** rebec.268@gointernet.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## RIGHT-TRACK LEARNING CENTER

**Address:** 711 EAST WALNUT STREET  
PASADENA CA, 91101  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (626) 683-0118  
**Fax:** (626) 683-0119  
**Internet/URL:** <http://www.right-track.com>  
**Email:** info@right-track.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## RIO HONDO COLLEGE

**Address:** 3600 WORKMAN MILL ROAD  
WHITTIER CA, 90601-1699  
**School Type:** Community Colleges  
**Phone** (562) 692-0921  
**Fax:** (562) 699-7386  
**Internet/URL:** <http://www.riohondo.edu>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## ROMAN WARD TECHNICAL INSTITUTE

**Address:** 4141 S FIGUEROA ST  
LOS ANGELES CA, 90015-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 846-5846  
**Fax:** (323) 846-1131  
**Internet/URL:** <http://www.romanward.com>  
**Email:** romanwardlacampus@lhotmail.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ROSCOE'S TRAINING CENTER

**Address:** 106 W MANCHESTER AVE - STE B  
LOS ANGELES CA, 90003-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 752-3314  
**Fax:** (323) 752-8256  
**Internet/URL:** [N/A](#)  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## ROSS BUSINESS INSTITUTE

**Address:** 229 E. PALM AVENUE  
BURBANK CA, 91502-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 557-7677  
**Fax:** (818) 562-4881  
**Internet/URL:** <http://www.rbiworks.com>  
**Email:** rossbusiness@aol.com

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## RWM FIBER OPTICS

**Address:** 16627 S AVALON BLVD  
CARSON CA, 90746-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (310) 769-0968  
**Fax:** (310) 769-0990  
**Internet/URL:** <http://rwm.org/rwm/fib.shtml>  
**Email:** melw@rwm.org

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

**SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM**

**Address:** 1425 EAST HOLT AVE. STE. 101  
POMONA CA, 91767-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (909) 469-2304  
**Fax:** (909) 620-5770  
**Internet/URL:** <http://www.pusd.org>  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**SAN PEDRO-WILMINGTON SKILLS CENTER**

**Address:** 920 W 36TH STREET  
SAN PEDRO CA, 90731-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (310) 831-0295  
**Fax:** (310) 832-3450  
**Internet/URL:** <http://www.lausd.k12.ca.us>  
**Email:** pstuckey@lausd.k12.ca.us

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**SANTA MONICA COLLEGE**

**Address:** 1900 PICO BLVD  
SANTA MONICA CA, 90405-  
**School Type:** Community Colleges

**Phone** (310) 434-4000  
**Fax:** (310) 434-4256  
**Internet/URL:** <http://www.smc.edu>  
**Email:** admissions@smc.edu

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

**SOFTWARE QUALITY SCHOOL**

**Address:** 6399 WILSHIRE BLVD., SUITE 703  
LOS ANGELES CA, 90048-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 655-4945  
**Fax:** (323) 655-4172  
**Internet/URL:** <http://www.sqs.net/>  
**Email:** info@sqs.net

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**SOUTH CENTRAL COMMUNITY CENTER**

**Address:** 7518-26 SOUTH VERMONT AVENUE  
LOS ANGELES CA, 90044-  
**School Type:** Other Education

**Phone** (323) 789-4575  
**Fax:** (323) 752-1799  
**Internet/URL:** N/A  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

**SOUTH GATE COMMUNITY ADULT SCHOOL**

**Address:** 3351 FIRESTONE BOULEVARD  
SOUTH GATE CA, 90280-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (323) 569-7104  
**Fax:** (323) 569-7107  
**Internet/URL:** <http://daceweb3.lausd.k12.ca.us/schoolfinder/about.htm>  
**Email:** sgcas@lausd

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

**SOUTHEAST PROFESSIONAL CAREER COLLEGE**

**Address:** 3941 TWEEDY BLVD.  
SOUTH GATE CA, 90280-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 566-8086  
**Fax:** (323) 566-1848  
**Internet/URL:** N/A  
**Email:** sepcareercollege@msn.com

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No



# TRAINING PROVIDERS

## SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

<b>Address:</b>	20122 CABRILLO LANE CERRITOS CA, 90703-7661	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(562) 860-1927	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(562) 860-1829	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.southeastrop.com">http://www.southeastrop.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)

<b>Address:</b>	2300 CRENSHAW BLVD. Torrance CA, 90501-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public Adult Schools with Occupational Programs	<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 224-4200	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 782-1589	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.scroc.com">http://www.scroc.com</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	admissions@scroc.edu	<b>Child Care:</b>	Yes	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE

<b>Address:</b>	MT. SAN ANTONIO COLLEGE, 1100 NORTH GRAND AVE WALNUT CA, 91789	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(909) 594-5611	<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Fax:</b>	(909) 468-4051	<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://aeronautics.mtsac.edu/siu.html">http://aeronautics.mtsac.edu/siu.html</a>	<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Email:</b>	jeannes@siu.edu	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	Yes		
		<b>ESL:</b>	No		

## ST FRANCIS CAREER COLLEGE

<b>Address:</b>	3680 E IMPERIAL HWY, 5TH FLOOR LYNWOOD CA, 90262-	<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 603-1830	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 669-8227	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	<a href="http://www.dochs.org">http://www.dochs.org</a>	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	N/A	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## SUPPORTIVE VOCATIONAL SCHOOL

<b>Address:</b>	5724 W THIRD ST - STE 301 LOS ANGELES CA, 90036-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 930-3120	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 930-4323	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	svs4u@aol.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	No		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## T & R HIGH TECH INSTITUTE, INC

<b>Address:</b>	121 WEST VICTORIA STREET LONG BEACH CA, 90805	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(310) 609-1981	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(310) 609-1945	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	tnrhitek@msn.com	<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		

## TECH - USA

<b>Address:</b>	4973 FIRESTONE BLVD. SOUTH GATE CA, 90280-	<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>School Type:</b>	Proprietary (Private) Business and Technical Schools	<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Phone</b>	(323) 567-5209	<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Fax:</b>	(323) 567-8704	<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Internet/URL:</b>	N/A	<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Email:</b>	rehabschool@aol.com	<b>Child Care:</b>	No	<b>Diploma:</b>	No
		<b>Open Entry/Exit:</b>	Yes		
		<b>Distance Learning:</b>	No		
		<b>ESL:</b>	No		



## TECHNICAL COLLEGE

**Address:** 6606 PACIFIC BLVD, SUITE 204  
HUNTINGTON PARK CA, 90255-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 587-2364  
**Fax:** (323) 587-3680  
**Internet/URL:** <http://www.tctechanicalcollege.com>  
**Email:** hartaza@aol.com

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## TECHNICAL SCHOOL INC., THE

**Address:** 2300 W OLYMPIC BLVD - STE 102  
LOS ANGELES CA, 90006-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 386-2879  
**Fax:** (213) 386-4005  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## TELECOM TECH TRAINING

**Address:** 6737 BRIGHT STREET  
WHITTIER CA, 90608  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 698-2095  
**Fax:**  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## THE RIGHT WAY COMPUTER TRAINING CENTER

**Address:** 879 W 190TH ST. SU. 200 - 2ND FLOOR  
GARDENA CA, 90248-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 523-2009  
**Fax:** (310) 523-1780  
**Internet/URL:** <http://www.therightwayschool.com>  
**Email:** rightway@therightwayschool.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## TORO SCHOOL OF TRUCK DRIVING

**Address:** 9631 EAST ALONDRA BLVD  
BELLFLOWER CA, 90706  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 920-7788  
**Fax:** (562) 920-2085  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** No  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING SCHOOL

**Address:** 2332 PECK RD, SUITE 190  
WHITTIER CA, 90601-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 692-3109  
**Fax:** (562) 692-0820  
**Internet/URL:** [N/A](#)  
**Email:** [N/A](#)

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## TRAVEL AND TRADE CAREER INSTITUTE

**Address:** 3635 ATLANTIC AVENUE  
LONG BEACH CA, 90807-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 426-8841  
**Fax:** (562) 988-0464  
**Internet/URL:** <http://www.gottci.com>  
**Email:** ttciadmissions@hotmail.com

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## TRAV-L-WORLD COLLEGE AND AGENCY

**Address:** 2990 SEPULVEDA BLVD, SUITE 205  
LOS ANGELES CA, 90064-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (310) 479-6093  
**Fax:** (310) 479-1431  
**Internet/URL:** <http://www.trav-l-world.com>  
**Email:** travlwrlld@ix.netcom.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

**Address:** 12519 EAST WASHINGTON BLVD  
WHITTIER CA, 90602-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)

**Phone** (562) 698-9571  
**Fax:** (562) 945-0687  
**Internet/URL:** <http://www.tcrop.k12.ca.us>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## TRI-COMMUNITY ADULT EDUCATION

**Address:** 342 SOUTH FOURTH STREET  
COVINA CA, 91723-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (626) 974-6801  
**Fax:** (626) 974-6815  
**Internet/URL:** <http://www.cvusd.k12.ca.us/tri-community>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## UCLA ANDERSON SCHOOL OF MANAGEMENT

**Address:** 110 WESTWOOD PLAZA #A101D  
LOS ANGELES CA, 90095-  
**School Type:** Public 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (310) 825-2032  
**Fax:** (310) 206-7539  
**Internet/URL:** <http://www.execed.anderson.ucla.edu>  
**Email:** execed@anderson.ucla.edu

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## UNION INSTITUTE

**Address:** 6310 SAN VICENTE BL - STE 107  
LOS ANGELES CA, 90048-5426  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (323) 936-8328  
**Fax:** (323) 936-0539  
**Internet/URL:** <http://www.tui.edu>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## UNITEC

**Address:** 15408 CORNET AVENUE  
SANTA FE SPRINGS CA, 90670-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (562) 926-8779  
**Fax:** (562) 926-6569  
**Internet/URL:** N/A  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## UNITED EDUCATION INSTITUTE

**Address:** 3727 W 6TH STREET, SUITE 317  
LOS ANGELES CA, 90020-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 427-3700  
**Fax:** (213) 487-1090  
**Internet/URL:** <http://www.ueiglobal.com>  
**Email:** doctolerot@ueiglobal.com

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## UNIVERSAL TRUCK DRIVING SCHOOL

**Address:** 3131 1/2 S FLOWER ST  
LOS ANGELES CA, 90007-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 745-6244  
**Fax:** (213) 745-5044  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** No  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

**Address:** 10995 LE CONTE AVENUE  
LOS ANGELES CA, 90024-1345  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 825-7729  
**Fax:** (310) 206-2337  
**Internet/URL:** <http://www.uclaextension.org>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** No

## UNIVERSITY OF LA VERNE

**Address:** 1950 THIRD STREET  
LA VERNE CA, 91750-9984  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (909) 593-3511  
**Fax:** (909) 392-2714  
**Internet/URL:** <http://www.ulv.edu>  
**Email:** [admissions@ulv.edu](mailto:admissions@ulv.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** Yes  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** Yes

## UNIVERSITY OF PHOENIX (BRANCH – WOODLAND HILLS LEARNING CENTER)

**Address:** 5955 DE SOTO AVE - STE 200  
WOODLAND HILLS CA, 91367-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (800) 697-8223  
**Fax:** (714) 968-8649  
**Internet/URL:** <http://www.phoenix.edu>  
**Email:** [stevenbeck@phoenix.edu](mailto:stevenbeck@phoenix.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

## UNIVERSITY OF PHOENIX AT EDWARDS AIR FORCE BASE

**Address:** 1202 WEST AVENUE J  
LANCASTER CA, 93534  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (800) 697-8223  
**Fax:**  
**Internet/URL:** <http://www.phoenix.uni>  
**Email:** [geesmond@apollogrp.edu](mailto:geesmond@apollogrp.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** No  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** No

## UNIVERSITY OF SOUTHERN CALIFORNIA

**Address:** UNIVERSITY PARK, ROOM 800  
LOS ANGELES CA, 90089-0031  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (213) 740-7939  
**Fax:** (213) 746-9433  
**Internet/URL:** <http://www.usc.edu>  
**Email:** [admitusc@usc.edu](mailto:admitusc@usc.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** No  
**Distance Learning:** Yes  
**ESL:** No  
**Doctorate Degree:** Yes  
**Master Degree:** Yes  
**Bachelor Degree:** Yes  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## VENICE COMMUNITY ADULT SCHOOL

**Address:** 13000 VENICE BOULEVARD  
LOS ANGELES CA, 90066-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 306-8111  
**Fax:** (310) 306-7336  
**Internet/URL:** [N/A](#)  
**Email:** N/A

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes  
**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## VENICE SKILLS CENTER

**Address:** 611 FIFTH AVENUE  
VENICE CA, 90291-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 392-4153  
**Fax:** (310) 314-7535  
**Internet/URL:** <http://www.veniceskills.org>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## VENICE UNIVERSITY/PALISADES COMMUNITY ADULT SCHOOL & SKILLS CENTER

**Address:** 11800 TEXAS AVENUE  
LOS ANGELES CA, 90025-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (310) 477-2084  
**Fax:** (310) 477-9856  
**Internet/URL:** <http://www.venicekills.org>  
**Email:** misc98@yahoo.com

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## VOCATIONAL TECHNICAL SCHOOL

**Address:** 9201 CALIFORNIA AVE.  
SOUTH GATE CA, 90280-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (323) 249-6448  
**Fax:** (323) 566-3542  
**Internet/URL:** N/A  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## WALTER JAY M.D. INSTITUTE, AN EDUCATIONAL CENTER

**Address:** 1930 WILSHIRE BLVD - STE 700  
LOS ANGELES CA, 90057-  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (213) 353-0722  
**Fax:** (213) 413-5997  
**Internet/URL:** N/A  
**Email:** [petra.rios@earthlink.net](mailto:petra.rios@earthlink.net)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## WEBSTER UNIVERSITY

**Address:** 2420 VELA WAY, SUITE 1467  
EL SEGUNDO CA, 902454659  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (310) 647-3401  
**Fax:** (310) 647-3402  
**Internet/URL:** <http://www.webster.edu/ca>  
**Email:** N/A

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	Yes
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## WELFARE TO WORK PARTNERS – DBA FAST TRACK-LA

**Address:** 2554 E 25TH STREET  
LOS ANGELES CA, 90058-  
**School Type:** Secondary Schools with Occupational Programs  
(ROP and vocational/occupational education)  
**Phone** (323) 351-7199  
**Fax:** (323) 249-7644  
**Internet/URL:** <http://www.welfaretoworkpartners.org>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## WEST COAST DETECTIVE TRAINING ACADEMY, INC.

**Address:** 16737 SCHOENBORN STREET  
NORTH HILLS CA, 91343  
**School Type:** Proprietary (Private) Business and Technical Schools  
**Phone** (818) 752-8700  
**Fax:** (818) 894-7828  
**Internet/URL:** <http://wcdetective.com>  
**Email:** [pjones@wcdetective.com](mailto:pjones@wcdetective.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	Yes
<b>Child Care:</b>	No	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		

## WEST COAST SCHOOL OF TRAVEL

**Address:** 19936  
WOODLAND HILLS CA, 91367-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (818) 887-5473  
**Fax:** (509) 696-4142  
**Internet/URL:** <http://www.wctravelschool.com>  
**Email:** hgwtc@pacbell.net

**Financial Aid:** No  
**Veteran Approved:** No  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## WEST LOS ANGELES COLLEGE

**Address:** 4800 FRESHMAN DRIVE  
CULVER CITY CA, 90230-3500  
**School Type:** Community Colleges

**Phone** (310) 287-4200  
**Fax:** (310) 287-7327  
**Internet/URL:** <http://www.wlac.cc.ca.us>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** Yes  
**Certificate:** Yes  
**Diploma:** Yes

## WEST VALLEY OCCUPATIONAL CENTER

**Address:** 6200 WINNETKA AVENUE  
WOODLAND HILLS CA, 91367-3899  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (818) 346-3540  
**Fax:** (818) 346-3858  
**Internet/URL:** [N/A](http://www.wvoccc.edu)  
**Email:** [N/A](mailto:info@wvoccc.edu)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## WESTTECH COLLEGE

**Address:** 500 W MISSION BLVD  
POMONA CA, 91766-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (909) 622-6486  
**Fax:** (909) 622-5045  
**Internet/URL:** <http://www.westtechcollege.com>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

## WESTERN UNIVERSITY OF HEALTH SCIENCES

**Address:** 309 E 2ND ST  
POMONA CA, 917661854  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools

**Phone** (909) 623-6116  
**Fax:** (909) 623-6116  
**Internet/URL:** <http://www.westernu.edu>  
**Email:** [admissions@westernu.edu](mailto:admissions@westernu.edu)

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** No  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** Yes  
**Master Degree:** Yes  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** No  
**Diploma:** No

## WESTWOOD COLLEGE OF TECHNOLOGY

**Address:** 3460 WILSHIRE BLVD - FL 6 & 7  
LOS ANGELES CA, 90010-  
**School Type:** Proprietary (Private) Business and Technical Schools

**Phone** (213) 739-9999  
**Fax:** (213) 382-2468  
**Internet/URL:** <http://www.westwood.edu>  
**Email:** N/A

**Financial Aid:** Yes  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** No  
**Open Entry/Exit:** No  
**Distance Learning:** No  
**ESL:** No

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** Yes  
**Associate Degree:** Yes  
**Certificate:** No  
**Diploma:** No

## WHITTIER ADULT SCHOOL

**Address:** 9401 SOUTH PAINTER AVENUE  
WHITTIER CA, 90605-  
**School Type:** Public Adult Schools with Occupational Programs

**Phone** (562) 698-8121  
**Fax:** (562) 693-5354  
**Internet/URL:** <http://www.whittieradultschool.k12.ca.us>  
**Email:** [leonard.rivera@wuhd.k12.ca.us](mailto:leonard.rivera@wuhd.k12.ca.us)

**Financial Aid:** No  
**Veteran Approved:** Yes  
**Job Placement:** Yes  
**Career Development:** Yes  
**Counseling:** Yes  
**Child Care:** Yes  
**Open Entry/Exit:** Yes  
**Distance Learning:** Yes  
**ESL:** Yes

**Doctorate Degree:** No  
**Master Degree:** No  
**Bachelor Degree:** No  
**Associate Degree:** No  
**Certificate:** Yes  
**Diploma:** Yes

# TRAINING PROVIDERS

## WHITTIER COLLEGE

**Address:** 13406 EAST PHILADELPHIA STREET  
WHITTIER CA, 906084413  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (562) 907-4200  
**Fax:** (562) 698-4067  
**Internet/URL:** <http://www.whittier.edu>  
**Email:** [admission@whittier.edu](mailto:admission@whittier.edu)

<b>Financial Aid:</b>	Yes	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	Yes	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	Yes	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	Yes		

## WILSHIRE INTERNATIONAL COLLEGE

**Address:** 3435 WILSHIRE BLVD., #2820  
LOS ANGELES CA, 90010  
**School Type:** Other Education  
**Phone** (213) 387-0505  
**Fax:**  
**Internet/URL:** [N/A](#)  
**Email:** [lawrencejeon@yahoo.com](mailto:lawrencejeon@yahoo.com)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	No		
<b>ESL:</b>	No		

## WILSON-LINCOLN COMMUNITY ADULT SCHOOL

**Address:** 4500 MULTNOMAH ST  
LOS ANGELES CA, 90032-  
**School Type:** Public Adult Schools with Occupational Programs  
**Phone** (323) 223-3311  
**Fax:** (323) 221-0543  
**Internet/URL:** <http://www.lausd.k12.ca.us/wilsoncas>  
**Email:** N/A

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	No
<b>Veteran Approved:</b>	Yes	<b>Master Degree:</b>	No
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	No
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	Yes	<b>Certificate:</b>	Yes
<b>Child Care:</b>	Yes	<b>Diploma:</b>	Yes
<b>Open Entry/Exit:</b>	Yes		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	Yes		

## YUIN UNIVERSITY

**Address:** 2007 E COMPTON BLVD  
COMPTON CA, 90221-  
**School Type:** Private 4- or more year Colleges and Universities,  
including Graduate and Professional Schools  
**Phone** (310) 609-2704  
**Fax:** (310) 609-1415  
**Internet/URL:** <http://www.yuin.edu>  
**Email:** [cyu@yuin.edu](mailto:cyu@yuin.edu)

<b>Financial Aid:</b>	No	<b>Doctorate Degree:</b>	Yes
<b>Veteran Approved:</b>	No	<b>Master Degree:</b>	Yes
<b>Job Placement:</b>	No	<b>Bachelor Degree:</b>	Yes
<b>Career Development:</b>	No	<b>Associate Degree:</b>	No
<b>Counseling:</b>	No	<b>Certificate:</b>	No
<b>Child Care:</b>	No	<b>Diploma:</b>	No
<b>Open Entry/Exit:</b>	No		
<b>Distance Learning:</b>	Yes		
<b>ESL:</b>	No		



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## APPENDIX A

***Welcome to WorkSource California!*** Employment placement, job search assistance and job training are available through the WorkSource California Network. The WorkSource Centers are conveniently located, quality-focused and dedicated to customer satisfaction. They are there to help you get the job you need, or the employees your organization needs. Services are offered at ***no cost!***

**Resource Centers  
Referral Information  
Business Assistance**

**Job Placement  
Education – Training  
Recruitment and Selection**

**...and much more for Los Angeles workers and small businesses**



## APPENDIX A

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### ANTELOPE VALLEY

<b>Antelope Valley WorkSource Center</b>	1420 West Avenue "I" Lancaster, CA 93534	661.726.4128
<b>Victor Valley College Employment Resources Center</b>	18422 Bear Valley Road Victorville, CA 92392	760.951.3440

### BURBANK/GLENDALE/PASADENA

<b>Foothill Workforce Investment Board</b>	1207 East Green St Pasadena, CA 91106	626.796.5627
<b>Verdugo Job Center</b> City of Glendale Consortium WIB	1255 South Central Avenue Glendale, CA 91204	818.409.0477

### CENTRAL LOS ANGELES AND DOWNTOWN

<b>Central City WorkSource Center</b> Chicana Service Action Center	315 W. 9th St, Ste 101 Los Angeles, CA 90015	213.629.5800
<b>Westlake WorkSource Center</b> Pacific Asian Consortium	1055 Wilshire Blvd, Ste 900 Los Angeles, CA 90017	213.353.1677
<b>Central City – North Satellite</b> Chinatown Service Center	767 N. Hill St, Ste 400 Los Angeles, CA 90012	213.253.0880

### EAST LOS ANGELES COUNTY

<b>East LA WorkSource Center</b>	215 W. Pomona Blvd, Ste 300 Monterey Park, CA 91754	323.887.7122
<b>Career Partners WorkSource Center</b>	3505 North Hart Ave Rosemead, CA 91770	626.572.7272
<b>LA Works WorkSource Center</b>	5200 Irwindale Ave, Ste 130 Irwindale, CA 91706	626.960.3964
<b>Mid-San Gabriel Valley Consortium WorkSource Center</b>	10503 East Valley Blvd El Monte, CA 91731	626.258.0365
<b>City of Pomona</b> LA Urban League WorkSource Center	264 East Monterey Ave Pomona, CA 91767	909.623.9741
<b>Chicana Services Action Center</b> WorkSource Center	4760 E. Cesar Chavez Ave Los Angeles, CA 90022	323.265.4900

### HOLLYWOOD AREA

<b>West Hollywood WorkSource Center</b> Jewish Vocational Services	5757 Wilshire Blvd, Promenade #3 Los Angeles, CA 90036	323.904.4900
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## WORKSOURCE CENTERS

<b>Hollywood WorkSource Center</b> MCS Rehabilitation	6464 Sunset Blvd, Ste 600 Los Angeles, CA 90028	323.960.1300
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### LOS ANGELES HARBOR

<b>Harbor WorkSource Center</b>	1851 North Gaffey, Ste 7 San Pedro, CA 90731	310.732.5700
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### LOS ANGELES METRO CENTER

<b>Wilshire-Metro WorkSource Center</b> Community Career Development, Inc	3550 Wilshire Blvd, Ste 500 Los Angeles, CA 90010	213.365.9829
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<b>Wilshire-Koreatown Satellite</b> Advanced Computing Institute	3470 Wilshire Blvd, Ste 1100 Los Angeles, CA 90010	213.383.8999
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### NORTHEAST LOS ANGELES

<b>Metro North WorkSource Center</b> Goodwill Industries	342 San Fernando Rd Los Angeles, CA 90031	323.223.1211
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<b>Northeast LA WorkSource Center</b> CHARO Community Development Corp.	4301 East Valley Blvd Los Angeles, CA 91331	323.343.9477
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### SAN FERNANDO VALLEY

<b>Northeast San Fernando Valley</b> WorkSource Center	11623 Glenoaks Pacoima, CA 91331	818.890.9400
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<b>Van Nuys-North Sherman Oaks</b> <b>WorkSource Center</b> The Training Institute	15400 Sherman Way, Ste 140 Van Nuys, CA 91406	818.781.2522
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<b>Canoga Park-West Hills</b> <b>WorkSource Center</b> The Training Institute	21010 Van Owen St Canoga Park, CA 91303	818.596.4448
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<b>Sun Valley WorkSource Center</b> El Proyecto Del Barrio	9024 Laurel Canyon Blvd Sun Valley, CA 91352	818.504.0334
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<b>Santa Clarita WorkSource Center</b>	21515 Soledad Canyon Rd, #121 Santa Clarita, CA 91350	661.255.1031
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<b>Chatsworth-Northridge WorkSource Center</b> BUILD Rehabilitation Industries	20500 Nordhoff St Chatsworth, CA 91311	818.701.9800
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<b>North Hollywood Satellite</b> Career Encores	6180 Laurel Canyon Blvd, Ste 325 North Hollywood, CA 91606	818.763.1600
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## APPENDIX A

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### SOUTH BAY AREA

<b>South Central LA Urban League WorkSource Center</b>	2930 West Imperial Hwy, Ste 515 Inglewood, CA 90303	323.779.2199
<b>Compton Careerlink WorkSource Center</b>	700 North Bullis Road Compton, CA 90221	310.605.3050
<b>Carson WorkSource Center</b>	One Civic Plaza, Ste 500 Carson, CA 90745	310.518.8100
<b>Torrance Workforce Center</b>	1220 Engracia Ave Torrance, CA 90515	310.782.3200
<b>South Bay Inglewood WorkSource Center</b>	110 South La Brea Inglewood, CA 90301	310.680.4040
<b>Gardena Workforce Center</b>	16801 South Western, Ste 4 Gardena, CA 90247	310.217.9579
<b>Redondo Workforce Center</b> Beach Cities One Center	320 Knob Hill, Ste 4 Redondo Beach, CA 90277	310.318.0645
<b>South Bay Workforce Board</b>	11539 Hawthorne Blvd, Ste 500 Inglewood, CA 90301	310.970.7700
<b>Hawthorne Workforce Center</b>	110 South La Brea Ave Inglewood, CA 90301	310.680.4040

### SOUTH LOS ANGELES

<b>Southeast LA-Watts WorkSource Center</b>	10950 S. Central Ave Los Angeles, CA 90059	323.563.4702
<b>Southeast LA-Crenshaw WorkSource Center</b> UAW-LETC	3500 S. Figueroa St, Ste 201 Los Angeles, CA 90007	213.743.3950

### SOUTHEAST LOS ANGELES

<b>Southeast Los Angeles County WIB (Norwalk, Downey &amp; Bellflower)</b>	10900 183rd Street, Ste 350 Cerritos, CA 90703	562.402.9336
<b>Norwalk One-Stop Career Center Plus</b>	12440 Firestone Blvd, Ste 100 Norwalk, CA 90703	562.864.3960
<b>Partners For Progress WorkSource Center</b>	9825 Painter Ave Whittier, CA 90605	562.946.2237
<b>South Central LA WorkSource Center</b> Community Centers, Inc.	7518-26 S. Vermont Ave Los Angeles, CA 90044	323.752.2115

## WORKSOURCE CENTERS

<b>Hub Cities Center WorkSource California</b>	2677 Zoe Ave, 2nd Floor Huntington Park, CA 90255	323.586.4700
<b>Long Beach Career Transition Center</b>	3447 Atlantic Ave Long Beach, CA 90802	562.570.3700
<b>Long Beach Youth Opportunity Center</b>	350 Long Beach Blvd Long Beach, CA 90802	562.570.4700
<b>Mekong Career Center</b>	1360 E. Anaheim, Suite 201 Long Beach, CA 90813	562.599.7222

### SOUTHWEST LOS ANGELES

<b>Los Angeles Urban League Youth Services</b>	5414 Crenshaw Blvd Los Angeles, CA 90043	323.292.8111
<b>Los Angeles Urban League West Adams-Baldwin Hills WorkSource Center</b>	2900 Crenshaw Blvd Los Angeles, CA 90016	323.732.7867
<b>Westchester-Playa del Rey El Segundo Worksource Center</b> South Bay WIB	8929 S. Sepulveda Blvd, Ste 400 Los Angeles, CA 90045	310.665.0540
<b>Crenshaw Job Service (EDD)</b>	5401 Crenshaw Blvd Los Angeles, CA 90043	323.290.5111

### WEST LOS ANGELES

<b>Marina del Rey-Mar Vista WorkSource Center</b> Career Planning Center	13160 Mindanao Way, Ste 240 Marina Del Rey, CA 90292	310.309.6000
<b>Career Planning WorkSource Center</b>	1623 South La Cienega Blvd Los Angeles, CA 90035	310.273.6633
<b>Santa Monica Job Service WorkSource Center</b>	932 Broadway Santa Monica, CA 90401	310.574.6494
<b>Palms-Mar Vista One Stop Center</b> West Area Opportunity Center	11251 National Blvd Los Angeles, CA 90064	310.478.7333

### HOUSING AUTHORITY WORKSOURCE SATELLITES

<b>Lafayette Park Satellite</b>	520 S. La Fayette Park Pl, Ste 400 Los Angeles, CA 90057	213.252.6100
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## APPENDIX A

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<b>Mar Vista Gardens Worksource Center</b>	4909 Marionwood Drive Culver City, CA 90232	310.915.0531
<b>Nickerson Gardens Worksource Center</b>	11411 Evers Ave, Ste 802 Los Angeles, CA 90059	323.566.7471
<b>Ramona Gardens Worksource Center</b>	2830 Lancaster Ave Los Angeles, CA 90059	323.223.3819
<b>Racho San Pedro Worksource Center</b>	113 South Centre St Los Angeles, CA 90731	310.732.1149
<b>San Fernando Gardens Satellite</b>	10896 Lehigh Ave Pacoima, CA 91331	818.834.9266
<b>East LA/Williams Mead Homes</b>	1300 Cardinal Ave Los Angeles, CA 90012	323.276.5870
<b>Imperial Courts Housing Satellite</b>	11540 Croesus Ave, Ste 413 Los Angeles, CA 90059	323.249.2910



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## **APPENDIX B**

### **LOCAL PARTNERS**

The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produce regional occupational and labor market information. It is a statewide program that is operational at 30 agency sites, representing 58 counties throughout California. The local agencies, referred to as Local Partners, consist of Workforce Development Boards, local Workforce Investment Boards, and other workforce investment and economic development agencies. The City of Long Beach Workforce Development Bureau, which produces the Los Angeles County Occupational Outlook Report, is considered one of the 30 local partners.

## APPENDIX B

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### ALAMEDA

Oakland Private Industry Council  
1212 Broadway - Suite 200  
Oakland, CA 94612  
Phone: 510.768.4400  
Fax: 510.451.4049

### BUTTE

Butte Community Employment Center  
78 Table Mountain Blvd  
Oroville, CA 95965  
Phone: 530.538.7301  
Fax: 530.534.1167

### CONTRA COSTA

Workforce Development Board of Contra Costa County  
2425 Bisso Lane - Suite 100  
Concorde, CA 94520-4817  
Phone: 925.646.5239  
Fax: 925.646.5517

### FRESNO

Fresno Workforce Investment Board  
2035 Tulare St - Suite 203  
Fresno, CA 93721  
Phone: 559.266.3742  
Fax: 559.233.9633

### GOLDEN SIERRA

Golden Sierra Job Training Agency  
117 New Mohawk Rd – Suite E  
Nevada City, CA 95959  
Phone: 530.265.3201  
Fax: 530.265.5297

### HUMBOLDT

Humboldt County Employment & Training Department  
930 Sixth Street  
Eureka, CA 95501  
Phone: 707.441.4600  
Fax: 707.445.6228

### IMPERIAL

Workforce Investment Board of Imperial County  
2695 S 4<sup>th</sup> Street - Suite 101  
El Centro, CA 92243  
Phone: 760.353.5050  
Fax: 760.353.6594

### KERN/INYO/MONO

Employers' Training Resource  
2001 28<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: 661.336.6849  
Fax: 661.336.6858

### KINGS

Job Training Office  
124 North Irwin Street  
Hanford, CA 93230  
Phone: 559.585.3532  
Fax: 559.585.7395

### MADERA

Madera County Workforce Development Office  
209 East 7<sup>th</sup> Street  
Madera, CA 93638  
Phone: 559.662.4500  
Fax: 559.673.1794

### MENDOCINO

Mendocino Works Employment Resource Center  
631 South Orchard Ave  
Ukiah, CA 95482  
Phone: 707.467.5900  
Fax: 707.467.5901

### MERCED

Merced County Department of Workforce Investment Board  
1880 West Wardrobe Ave  
Merced, CA 95340  
Phone: 877.267.9675  
Fax: 209.725.3592

### MONTEREY BAY

Monterey County Workforce Investment Board  
730 La Guardia Street  
Salinas, CA 93902  
Phone: 831.755.5860  
Fax: 831.755.3246

### MOTHER LODE

Mother Lode Job Training Agency  
19900 Cedar Road North  
Sonora, CA 95370  
Phone: 209.533.3396  
Fax: 209.533.1079

### NORTEC

Butte Community Employment Center  
78 Table Mountain Blvd  
Oroville, CA 95965  
Phone: 530.538.7301  
Fax: 530.343.5341

### NORTH BAY

North Bay Employment Connection (NBEC)  
1700 Second Street – Suite 378  
Napa, CA 94559  
Phone: 707.259.8764  
Fax: 707.259.8681

### **NORTH CENTRAL**

North Central Counties Consortium  
1215 Plumas Street - Suite 1800  
Yuba City, CA 95991  
Phone: 530.822.7145  
Fax: 530.822.7150

### **NOVA**

#### **(SANTA CLARA & SAN MATEO)**

505 West Olive Ave – Suite 550  
Sunnyvale, CA 94086  
Phone: 408.730.7232  
Fax: 408.774.0302

### **ORANGE**

Orange County Workforce Investment Board  
1300 S Grand Ave - Bldg B, 3<sup>rd</sup> Floor  
Santa Ana, CA 92705  
Phone: 714.567.7370  
Fax: 714.834.7132

### **RIVERSIDE**

Riverside County Workforce Development Center  
1151 Spruce Street  
Riverside, CA 92507  
Phone: 909.955.1029  
Fax: 909.955.3131

### **SACRAMENTO/YOLO**

Sacramento Employment and Training Agency  
925 Del Paso Blvd, Suite 100  
Sacramento, CA 95815  
Phone: 916.263.3800  
Fax: 916.263.5427

### **SAN BERNARDINO**

County of San Bernardino, Jobs & Employment Services  
215 N. D Street, Suite 201  
San Bernardino, CA 92415  
Phone: 909.381.7906  
Fax: 909.381.7995

### **SAN DIEGO**

San Diego Workforce Partnership, Inc  
1551 4<sup>th</sup> Ave - Suite 600  
San Diego, CA 92101  
Phone: 619.238.1445  
Fax: 619.238.6063

### **SAN FRANCISCO**

Private Industry Council of San Francisco  
1650 Mission Street - Suite 300  
San Francisco, CA 94103-2490  
Phone: 415.431.8700  
Fax: 415.431.8702

### **SAN JOAQUIN**

Employment & Economic Development Department  
814 North Hunter Street  
Stockton, CA 95202  
Phone: 209.468.3615  
Fax: 209.462.9063

### **SAN LUIS OBISPO**

San Luis Obispo County Private Industry Council  
4111 Broad Street - Suite A  
San Luis Obispo, CA 93401  
Phone: 805.788.2616  
Fax: 805.541.4117

### **SHASTA**

Shasta County Private Industry Council  
1201 Placer Street  
Redding, CA 96001  
Phone: 530.246.7911  
Fax: 530.225.2225

### **STANISLAUS**

Stanislaus County Department of Employment & Training  
P.O. Box 3389  
Modesto, CA 95353-3389  
Phone: 209.558.2107  
Fax: 209.558.2164

### **TULARE**

Tulare County Workforce Investment Board  
4025 West Noble – Suite A  
Visalia, CA 93277  
Phone: 559.713.5000  
Fax: 559.713.5265

### **VENTURA**

County of Ventura Workforce Development Division  
505 Poli Street  
Ventura, CA 93001  
Phone: 805.652.7684  
Fax: 805.648.9533

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## **APPENDIX C**

### **CCOIS EMPLOYER QUESTIONNAIRE**

The California Employment Development Department, Labor Market Information Division developed this standardized two-page questionnaire based on specific labor market information needs. The survey is used statewide to collect information presented in regional occupational outlook reports.

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Occupation:</b>		
<b>Does your firm employ any individual performing the duties in the occupation described above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , please complete this survey for the occupation described. If <b>no</b> , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in <b>your county</b> .		
1. What job title(s) does your firm use for <b>these duties</b> ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in <b>this occupation</b> ?	Number of Employees: _____	
b. In <b>this occupation</b> , how many are:	Number of Males: _____	Number of Females: _____
c. In <b>this occupation</b> , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for <b>this occupation</b> ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in <b>this occupation</b> within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in <b>this occupation</b> : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in <b>this occupation</b> to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for <b>this occupation</b> , is prior experience in this occupation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
If <b>yes</b> or <b>preferred</b> , how much experience in <b>this occupation</b> is required/preferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below:	
Is experience in other occupations accepted?	Occupation: _____ _____ (months)	
7. If prior experience is required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		
8. If prior experience is <u>not</u> required when you hire applicants <b>for this occupation</b> , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult      1      2      3      4      Difficult		





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## **APPENDIX D**

### **INDEX OF OCCUPATIONS PREVIOUSLY PROFILED**

This is the sixth year the City of Long Beach has produced the Los Angeles County Occupational Outlook Report. The following section provides a list of the occupations studied in previous occupational outlook reports. If you would like information on any of these occupations, please contact the Greater Long Beach Workforce Development Bureau, CCOIS Unit at 562.570.7755 or visit <http://www.calmis.ca.gov/htmlfile/ccois>

## APPENDIX D

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### OCCUPATION

### YEAR SURVEYED

Accountants & Auditors	1999
Adjustment Clerks	1999,2002
Administrative Assistants	2002
Administrative Services Managers	1999,2002
Advertising Clerks	2002
Aircraft Mechanics	1999
Aircraft Pilots & Flight Engineers	2000
Aircraft Structure, Surfaces, Rigging & System Assemblers – Precision	2000
Amusement & Recreation Attendants	2000
Artists & Related Workers	1999
Assemblers & Fabricators	1999
Automobile Mechanics	1999
Bakers – Bread & Pastry	1998
Bakers – Manufacturing	2000
Bill & Account Collectors	2000
Bookkeeping, Accounting, & Auditing Clerks, Including Bookkeepers	2000
Brick Masons	2001
Broadcast Technicians	2001
Brokers- Real Estate	2000
Bus & Truck Mechanics & Diesel Engine Specialists	1998,2002
Bus Drivers	2001
Business Teachers, Postsecondary	2001
Cabinetmakers & Bench Carpenters	1999
Camera Operators – Television & Motion Picture	2002
Cardiology Technologists	2002
Carpenters	2000
Cashiers	1998, 2001
Ceiling Tile Installers & Acoustical Carpenters	2002
Child Care Workers	2002
Combined Food Preparation & Service Workers	1998
Communications, Transportation & Utilities Operations Managers	2001
Compositors	2000
Computer Aided Design (CAD) Technicians	2002
Computer Aided Audio/Visual Engineers	2000
Computer Animators	2000
Computer & Software Support Specialists	2001
Computer Engineers	1998, 2001
Computer Network Technicians	2001
Computer Programmers, Including Aides	1998, 2001
Computer Science Teachers, Postsecondary	2001
Computer Support Specialists	2000
Concrete & Terrazzo Finishers	2001
Construction & Building Inspectors	2001
Construction Managers	1999
Cooks – Restaurant	1998,2002
Cooks – Specialty Fast Food	1999
Correction Officers & Jailers	2000
Cost Estimators	2000
Counter & Rental Clerks	2000
Crane & Tower Operators	2002
Credit Analysts	2001

## OCCUPATIONS PREVIOUSLY PROFILED

### OCCUPATION

### YEAR SURVEYED

Customer Service Representatives	2002
Customer Service Representatives – Utilities	2000
Data Entry Keyers – Except Composing	2000
Data Processing Equipment Repairers	1999
Database Administrators	2001
Demonstrators & Promoters	2001
Dental Assistants	2000
Dental Hygienists	1998
Dental Laboratory Technicians – Precision	2000
Desktop Publishing – Graphic Designers	2001
Digital Editing System Technicians	2000
Dining Room & Cafeteria Attendants & Bar Tender Helpers	2000
Dispatchers – except Police, Fire, and Ambulance	2002
Drywall Installers	2000
Economists, Including Market Research Analysts	2000
Education Administrators	2000
Electrical & Electronic Engineering Technicians & Technologists	2000
Electrical & Electronic Engineers	1999
Electrical Powerline Installers & Repairers	1999
Electricians	1998, 2001
Electronic Home Entertainment Equipment Repairers	1998
Electronic Pagination System Operators	1999
Elevator Installers & Repairers	2002
Emergency Medical Technicians – Paramedics	1998
Emergency Medical Technicians I	1998
Employment Interviewers – Private or Public	1999, 2002
Engineering, Mathematical, & Natural Science Managers	2000
English Language & Literature Teachers, Postsecondary	2001
Fabric & Apparel Patternmakers & Layout Workers	1999
Fiber Optics Technicians	2002
File Clerks	1998, 2002
Financial Analysts – Statistical	1998, 2002
Financial Managers	1999
Firefighters	2000
First Line Supervisors/Managers – Clerical & Administrative Support	2000
First Line Supervisors/Managers – Construction Trades & Extractive Workers	2002
First Line Supervisors/Managers – Sales and Related Occupations	2002
Fitness Center Instructors and Trainers	2002
Flight Attendants	2000
Food Batchmakers	2002
Food Preparation Workers	2000
Food Servers – Outside	2002
Food Service Managers	1998
Forklift Operators	2002
Furniture Finishers	1999
General Managers & Top Executives	2000
General Office Clerks	1998, 2002
Glaziers	2002
Guards & Watch Guards	1999, 2002
Guides	2002
Hand Packers & Packagers	1999, 2002

### OCCUPATION

### YEAR SURVEYED

**LOS ANGELES COUNTY 2003**

## APPENDIX D

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Heating, Air conditioning & Refrigeration Mechanics & Installers	1998,2002
Helpers – Carpenters & Related	2002
Helpers – Painters, Paperhangers, Plasterers & Stucco Masons	1999
Helpers – Plumbers, Pipefitters & Steamfitters	1999
Helpers – Roofers	2000
Home Health Aides	1998, 2001
Hosts & Hostesses – Restaurant, Lounge or Coffee Shop	1998
Hotel Desk Clerks	2000
Human Service Workers	1998,2002
Import / Export Specialists	2001
Industrial Engineering Technicians & Technologists	2001
Industrial Production Managers	1998
Industrial Truck & Tractor Operators	1999
Instructional Aides	1998,2002
Instructional Coordinators	2002
Insulation Workers	1999
Insurance Adjusters, Examiners, & Investigators	2002
Insurance Claims Clerks	1999,2002
Interior Designers	2001
Internet Web Site Designers & Developers (Webmasters)	2001
Interpreters & Translators, Foreign Language	2002
Janitors and Cleaners – Except Maids & Housekeeping Cleaners	1998, 2001
Job Printers	2002
Laborers, Landscaping & Groundskeeping	1998, 2001
Laundry & Dry Cleaning Machine Operators & Tenders	1999
Legal Secretaries	1999
Librarians – Professional	2001
Licensed Vocational Nurses	1998, 2001
Loan & Credit Clerks	2001
Loan Officers & Counselors	2000
Machinists	1998
Maids & Housekeeping Cleaners	1998,2002
Maintenance Mechanics – Sewing Machines	1999
Maintenance Mechanics – Textile Machines	2002
Maintenance Repairers – General Utility	1998,2002
Management Analysts	1998,2002
Manicurists	2002
Marketing, Advertising & Public Relations Managers	1999
Mechanical Engineers	2000
Medical & Clinical Laboratory Assistants	1998
Medical & Clinical Lab Technologists	1998
Medical Assistants	1999
Medical Records Technicians	2000
Medicine & Health Services Managers	2001
Messengers	2000
Metal Molding, Coremaking & Casting Machine Operators & Tenders	1999
Metal Molding, Coremaking & Casting Machine Setters & Setup Operators	1999
Motion Picture Capture 3D Artists	2000
Multimedia Specialists	2002
Network Professionals	2002
Numerical - Control Machine - Tool Operators & Tenders	1999
Nurse Aides	1999,2002

## OCCUPATIONS PREVIOUSLY PROFILED

OCCUPATION	YEAR SURVEYED
Nurse Practitioners	1999
Nursing Instructors, Postsecondary	2001
Occupational Therapists	2002
Occupational Therapy Assistants & Aides	2002
Optical Goods Workers – Precision	2002
Order Fillers, Wholesale & Retail Sales	2001
Packaging & Filling Machine Operators & Tenders	2001
Paralegal Personnel	2001
Parking Enforcement Officers	2001
Personal and Home Care Aides	2002
Personnel, Training & Labor Relations Managers	2000
Personnel, Training & Labor Relations Specialists	1998
Pest Controllers & Pest Control Assistants	1999,2002
Pharmacists	1998, 2001
Pharmacy Technicians	1998, 2001
Phlebotomists	2002
Photographers	2000
Photographic Processing Machine Operators & Tenders	2000
Physical Therapy Aides	2002
Physical Therapy Assistants	2002
Plasterers & Stucco Masons	2000
Plumbers, Pipefitters & Steamfitters	2001
Police Patrol Officers	1999
Property & Real Estate Managers & Administrators	2001
Purchasing Managers	2001
Quality Assurance Managers	2002
Receptionists & Information Clerks	1999,2002
Recreation Workers	2002
Registered Nurses	1998, 2001
Respiratory Care Practitioners	2002
Roofers	2000
Sales Agents – Advertising	2002
Sales Agents – Real Estate	2000
Sales Agents – Securities, Commodities & Financial Services	2002
Sales Agents – Selected Business Services	1999,2002
Sales Representatives – Except Scientific & Related Products & Services	1999
Salespersons – Parts	1998
Salespersons – Retail - Except Vehicle Sales	1998
Secretaries – Except Legal & Medical	1998
Sewing Machine Operators – Garment	1999
Sheet Metal Duct Installers	2000
Sheriffs & Deputy Sheriffs	2000
Social Workers – Except Medical & Psychiatric	2001
Social Workers – Medical & Psychiatric	1998
Special Education Teachers	1999, 2002
Speech – Language Pathologists and Audiologists	2000
Stevedores – Except Equipment Operators	2001
Stock Clerks – Sales Floor	1998
Stock Clerks – Stockroom, Warehouse, Storage Yard	1998,2002
Structural Metal Workers	2001
Surgical Technicians	2001
Systems Analysts – Electronic Data Processing	1999,2002
Teachers – Elementary School	1998

## APPENDIX D

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### OCCUPATION

### YEAR SURVEYED

Teachers – Kindergarten School	1998
Teachers – Preschool	1998
Teachers – Secondary School	1998
Technical Assistants – Library	2001
Telecommunications Technicians	2001
Telephone & Cable TV Line Installers & Repairers	2001
Telemarketers & Telephone Solicitors	2002
Telemarketers, News & Street Vendors, Telephone	1999
Traffic, Shipping & Receiving Clerks	1999,2002
Transportation Agents	1999
Travel Agents	2000
Truck Drivers – Heavy or Tractor Trailer	1999
Truck Drivers, Light – Including Delivery/Route Workers	1998, 2001
Upholsterers	1999
Urban & Regional Planners	2000
Ushers, Lobby Attendants & Ticket Takers	2000
Vehicle Salespersons – Retail	2002
Veterinary Assistants	2002
Vocational & Educational Counselors	1998,2002
Waiters and Waitresses	1999
Welders & Cutters	2001
Wood Machinists	1999



A COOPERATIVE PROGRAM OF  
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THE MOST COMPREHENSIVE VOLUME OF  
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